

# Termination of Renewal Contract Notice

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

I am writing to formally notify you that we will not be renewing the contract dated [Insert Original Contract Date], which is set to expire on [Insert Expiration Date]. This decision has been made after careful consideration and is in accordance with the termination clauses set forth in the original agreement.

We appreciate the services you have provided during the term of the contract, and we wish you the best in your future endeavors.

Please feel free to reach out if you have any questions or require further clarification.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]