

Non-Renewal Notice

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

This letter serves as formal notice that we will not be renewing the service agreement dated [Insert Agreement Date], which is set to expire on [Insert Expiration Date]. In accordance with the terms of our agreement, we are providing this notice [Insert Notice Period, e.g., 30 days] prior to the expiration date.

We appreciate the services you have provided during the contract term and wish you success in your future endeavors.

If you have any questions or need further clarification, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]