

# Non-Renewal Notice

Date: [Insert Date]

[Sponsor Name]

[Sponsor Address]

[City, State, Zip Code]

Dear [Sponsor Name],

We are writing to formally notify you that [Your Organization Name] will not be renewing the sponsorship contract that is set to expire on [Expiration Date]. This decision has been made after careful consideration of our current needs and future direction.

We sincerely appreciate your support and partnership over the duration of our agreement, and we have valued the collaboration we have developed during this time.

Please feel free to reach out if you have any questions or if there is anything further we can assist you with.

Thank you once again for your support.

Sincerely,

[Your Name]

[Your Position]

[Your Organization Name]

[Your Contact Information]