

Non-Renewal Notice

[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Vendor's Name]
[Vendor's Address]
[City, State, Zip Code]

Dear [Vendor's Name],

We are writing to formally notify you that we do not intend to renew the contract dated [Contract Start Date] between [Your Company Name] and [Vendor's Name], which is set to expire on [Contract Expiration Date].

This decision has been made after careful consideration and is in line with our current business needs. We appreciate the services you have provided and thank you for your cooperation throughout the contract period.

Please ensure all outstanding deliverables and obligations are fulfilled by the expiration date. We would appreciate your confirmation of the receipt of this notice.

Thank you once again for your service.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]