

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally notify you that [Your Company] will not be renewing the contractual agreement entered into on [Contract Start Date], which is set to expire on [Contract Expiration Date].

This decision was made after careful consideration of our current business needs and objectives. We appreciate the collaboration we have had during the term of our agreement and would like to thank you for your contributions to our projects.

Please let us know if there are any final matters that need to be addressed prior to the expiration of our contract. We hope to maintain a good relationship moving forward and wish you all the best in your future endeavors.

Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]