

# Vendor Contract Non-Renewal Letter

Date: [Insert Date]

[Vendor's Name]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Name],

We are writing to formally notify you that we will not be renewing our contract for [describe services/products] that is set to expire on [expiration date]. After careful consideration, we have decided to pursue other options that more closely align with our current needs.

We appreciate the services you have provided during our partnership and wish you the best in your future endeavors. Please ensure that any outstanding obligations are fulfilled before the contract end date.

If you have any questions regarding this decision, feel free to reach out to us at [your contact information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]