

Sponsorship Contract Expiration Notice

Date: [Insert Date]

[Sponsor Name]

[Sponsor Address]

[City, State, Zip Code]

Dear [Sponsor Name],

We hope this message finds you well. We are writing to formally notify you that the sponsorship contract between [Your Organization Name] and [Sponsor Name] is set to expire on [Expiration Date].

We would like to take this opportunity to thank you for your invaluable support throughout the duration of our partnership. Your contribution has greatly enhanced our initiatives, and we truly appreciate your commitment to our mission.

Should you wish to renew or discuss opportunities for continued collaboration, please feel free to reach out by [Contact Method]. We would love to explore ways to work together moving forward.

Thank you once again for your support.

Sincerely,

[Your Name]

[Your Position]

[Your Organization Name]

[Your Contact Information]