

# Contract Non-Renewal Announcement

Dear [Client's Name],

We hope this message finds you well. We are writing to formally inform you that, after careful consideration, [Your Company Name] has decided not to renew the contract that we currently hold with you, which is set to expire on [Contract Expiration Date].

This decision was made in light of [brief reason, if appropriate], and it was not taken lightly. We appreciate the opportunity to have worked with you and value the relationship we have developed over the course of our engagement.

Please ensure that all outstanding matters are finalized by the contract expiration date. Should you have any questions or require further clarification, feel free to reach out to us at [Your Contact Information].

Thank you for your understanding and support. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Contact Information]