

Non-Renewal Notice

Date: [Insert Date]

[Supplier's Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Name],

We hope this message finds you well. This letter serves to formally notify you that we will not be renewing our contract, which is set to expire on [Insert Expiration Date]. After careful consideration, we have decided to pursue different directions for our supply needs.

We appreciate the services you have provided during our time together and wish to thank you for your support and understanding. Please ensure all outstanding matters are settled by the end of the contract term.

If you have any questions regarding this non-renewal notice or need any further assistance, feel free to reach out.

Thank you once again for your partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Contact Information]