

Non-Renewal Intent Letter

Date: [Insert Date]

[Consultant's Name]
[Consultant's Address]
[City, State, Zip Code]

Dear [Consultant's Name],

I hope this message finds you well. I am writing to formally notify you of our intention not to renew the consultancy agreement entered into on [Start Date], which is set to expire on [End Date].

After careful consideration, we have decided to pursue alternative strategies that do not involve renewing our contract. This decision is based on [brief reason, if applicable].

We appreciate the valuable contributions you have made during our collaboration and wish you success in your future endeavors. Please let us know if you require any further information or assistance during this transition.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]