

Non-Renewal of Contract Notification

Date: [Insert Date]

[Vendor Name]

[Vendor Address Line 1]

[Vendor Address Line 2]

[City, State, Zip Code]

Dear [Vendor Name],

We are writing to inform you that, after careful consideration, we will not be renewing our contract with you, which is set to expire on [Insert Expiration Date]. This decision has been made as we are reevaluating our vendor partnerships.

We appreciate the services you have provided during the contract period and genuinely value the business relationship we have established. Please ensure that all outstanding matters are resolved and completed before the contract end date.

If you have any questions or need further clarification, please don't hesitate to reach out to us at [Insert Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address Line 1]

[Your Company Address Line 2]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]