

[Your Name]  
[Your Title]  
[Your Organization]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Date]

[Sponsor's Name]  
[Sponsor's Title]  
[Sponsor's Organization]  
[Sponsor's Address]  
[City, State, Zip Code]

## **Subject: Notice of Non-Renewal of Sponsorship Agreement**

Dear [Sponsor's Name],

We appreciate the partnership we have built over the course of our sponsorship agreement dated [Start Date]. After thorough consideration, we would like to inform you that we will not be renewing the agreement for the upcoming term.

We value the support you have provided to [Your Organization Name] and hope to keep the door open for potential collaborations in the future.

Thank you for your understanding, and please let us know if you have any questions or would like to discuss this further.

Sincerely,  
[Your Name]  
[Your Title]  
[Your Organization]