

Non-Renewal Notification Letter

Date: [Insert Date]

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

Dear [Provider's Name],

We are writing to formally notify you that [Your Company Name] has decided not to renew the contract for services provided under our agreement dated [Original Contract Date]. This decision was made in consideration of [reasons if applicable, e.g., changes in business strategy, budget constraints, etc.].

As per the terms of our current contract, the contract will officially terminate on [Contract End Date]. We appreciate the services you have provided to us during the term of our contract and value the efforts of your team.

Please ensure that all outstanding deliverables and invoices are addressed before the termination date. If you have any questions or need further clarification, feel free to reach out to us.

Thank you for your understanding, and we wish you all the best in your future endeavors.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]