

Date: [Insert Date]

To: [Recipient Name/Company Name]

Address: [Insert Address]

City, State, Zip: [Insert City, State, Zip]

Subject: Notice of Non-Renewal of Agreement - Incomplete Hazard Corrections

Dear [Recipient Name],

This letter serves as formal notification that [Your Company Name] will not be renewing the [Title of Agreement/Contract] currently in place for the manufacturing facility located at [Facility Address]. The current agreement will expire on [Expiration Date].

This decision is a direct result of the failure to remediate safety hazards identified during the inspection conducted on [Date of Inspection]. Specifically, the following corrective actions remain outstanding:

- [Description of Hazard 1]
- [Description of Hazard 2]
- [Description of Hazard 3]

Despite previous notices dated [List Dates of Previous Notices], these safety violations have not been corrected to meet the safety standards required by [Your Company Name] and relevant regulatory authorities. As these hazards pose an ongoing risk to personnel and operations, we cannot justify a continuation of our business relationship at this time.

Please ensure that all final obligations under the current contract are fulfilled by the expiration date. We will coordinate with you regarding the removal of any equipment or materials belonging to [Your Company Name] prior to [Final Date].

If you have any questions regarding this notice, please contact [Contact Person Name] at [Phone Number] or [Email Address].

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]