

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

RE: Notice of Non-Renewal of [Contract/Lease/Agreement Name]

Dear [Recipient Name],

Please accept this formal notification that [Your Name/Company Name] will not be renewing the [Contract/Lease/Agreement] dated [Start Date], which is currently scheduled to expire on [Expiration Date].

This letter serves as the official [Number] days' notice required under Section [Section Number] of our agreement. Consequently, the agreement will terminate in its entirety on [Expiration Date].

Please provide instructions regarding any final obligations, such as the return of property or final invoicing, prior to the termination date. We appreciate the relationship we have had and wish you the best in your future endeavors.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]