

[Date]

[Recipient Name]

[Business Name]

[Address Line 1]

[Address Line 2]

RE: NOTICE OF NON-RENEWAL OF [AGREEMENT/LEASE/ACCOUNT TYPE]

Dear [Recipient Name],

Please accept this formal letter as notice that [Your Company Name] will not be renewing your [Agreement/Lease/Service] for the account associated with [Account Number/Property Address], which is currently set to expire on [Expiration Date].

This decision has been made following a review of your business activities. It has been determined that your current operations fall under the category of "Prohibited Business Operations" as defined in [Section/Article Number] of our [Terms of Service/Lease Agreement/Policy Manual]. Specifically, the prohibited activity identified is: [Brief Description of Prohibited Activity].

As a result of this non-renewal:

- All services and access will terminate effective [Termination Date].
- You are required to [List required actions, e.g., vacate premises / settle outstanding balances] by [Final Date].
- [Additional instruction regarding data, equipment, or security deposits].

Please ensure that all final obligations are met prior to the expiration date to avoid further administrative or legal action. If you have questions regarding the transition process, you may contact [Department Name] at [Phone Number/Email].

Regards,

[Your Signature]

[Your Printed Name]

[Your Title]

[Your Company Name]