

Date: [Insert Date]

To: [Recipient Name]

Address: [Recipient Address]

Account/Lease Number: [Insert Number]

Subject: Notice of Non-Renewal Due to Missing Documentation

Dear [Recipient Name],

This letter serves as formal notice that your [Lease/Contract/Agreement] for [Property Address or Service Name] will not be renewed when it expires on [Expiration Date].

As previously communicated on [Dates of Previous Requests], we requested the following documentation required for the renewal process:

- [List Document 1]
- [List Document 2]
- [List Document 3]

As of the date of this letter, we have not received the necessary items. Consequently, we are unable to process your renewal, and your [Lease/Contract] will terminate on the date mentioned above.

Please ensure that you have [vacated the premises / discontinued service] and returned all [keys/equipment] by [Time] on [Final Date].

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

Sincerely,

[Your Name/Company Name]

[Your Title]

[Your Phone Number]