TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS:** **[Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**RE:** Contract Termination

Dear: **[name of recipient]**

I am writing to inform you that **[Company Name]** is not renewing **[Agreement Name]** dated **[Agreement Date]**. **[Brief summary of the reason for not renewing the Agreement]**.

While the Agreement expires on **[Expiry Date]**, as per the terms of the Agreement, it automatically renews unless cancelled by **[cancellation deadline]**. This letter provides timely notification that **[Your Company Name]** will not renew the contract when it expires on **[Expiry Date]**. Unless we hear otherwise from you, we will assume that you acknowledge this termination letter.

Please acknowledge the receipt of this notice by executing and returning a copy of this notice. If you have any questions or wish to discuss this matter, please contact me at the earliest convenience. We have enjoyed working closely with **[Addressee Company Name]** and hope to work together again in the future.

Regards,

**[Name]**

**[Title at the Company]**​