**[Mike Greenwood]
[Jam Company]
[Office Manager]
[564 12th Street]
[Laurel, MD, 20005]

[DATE]**

**[Jim Bowen]
[ABC Water Company]
[345 Cherry Road]
[Baltimore, MD, 30089]**

Dear **[Jim],**

I’m writing this letter to formally inform you that the contract [Jam Company] has with you to supply 10 cases of bottled water per week will expire on March 1st. We will not renew the contract. According to the contract, we may cancel at any time before the expiration of the contract.

Our company no longer requires bottled drinking water because we have invested in a water filter and can provide pure drinking water to our customers at lower cost. We will accept the regular shipment until the expiration date. You can send the last invoice as usual at the end of the current month, and we will pay it immediately.

I would like to express gratitude on behalf of [Jam Company] for the prompt and satisfactory service you have given over the past five years we have been receiving bottled water from you. I would be happy to personally give a positive testimonial to your good service and product.

If you have any questions, please call me at [555-123-4567] or reach me at [mike@email.com]. We wish you all the best for your future concerns.

Sincerely,

[Signature]
[Mike Greenwood]
[Office Manager]