

# Non-Renewal Notice Form

This **non-renewal notice form** sample ensures compliance with the 30 days notice requirement, providing a clear and professional way to inform parties of contract termination. It is designed to facilitate effective communication and avoid disputes by outlining all necessary details. Using this template helps maintain transparency and legal adherence in non-renewal situations.

**Date of Notice:** \_\_\_\_\_

**To (Recipient Name):** \_\_\_\_\_

**Recipient Address:** \_\_\_\_\_

\_\_\_\_\_

**From (Sender Name):** \_\_\_\_\_

**Sender Address:** \_\_\_\_\_

\_\_\_\_\_

**Subject: Notice of Non-Renewal of Contract**

Dear \_\_\_\_\_,

This letter serves as formal notice, as required by our agreement, that the contract dated \_\_\_\_\_ between \_\_\_\_\_ (Party A) and \_\_\_\_\_ (Party B) will not be renewed upon its expiration. In compliance with the 30 days notice requirement, this notice is provided at least thirty (30) days prior to the contract's expiration date.

The contract will therefore terminate on \_\_\_\_\_ (contract expiration date). No further obligations or renewals shall exist beyond this date unless otherwise agreed in writing by both parties.

Please contact me at \_\_\_\_\_ if you have any questions regarding this notice.

Thank you for the business relationship to date.

**Sincerely,**

\_\_\_\_\_  
(Sender's Name & Title)