

# Notice of Termination for Non-Renewal of Contract

Date:

**To:** .....  
**Company/Recipient Name**

**From:** .....  
**Sender/Company Name**

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

Dear .....,

This letter serves as formal notice that the contract titled ".....", dated ..... , between and will not be renewed upon its expiration on .....

Per the terms of our agreement, this notification fulfills the required notice period of days.

Please ensure that all outstanding obligations are completed prior to the contract's end date. Should you require further clarification, feel free to contact us.

We appreciate our partnership and wish you success in your future endeavors.

Sincerely,

.....  
**Name & Title**

.....  
**Company/Organization**

**Note:** This is a sample form for informational purposes only. For legal validity, consult qualified counsel based on your specific requirements and local laws.