

Vendor Notice of Non-Renewal of Service Contract

This **vendor notice of non-renewal of service contract form** sample provides a clear template for vendors to formally communicate their decision not to renew a service agreement. It ensures proper documentation and helps maintain professional relationships by outlining key contract details and notice periods. Using this form can prevent misunderstandings and support smooth contract transitions.

Vendor Details

Vendor Name:

Vendor Address:

Contact Person:

Client Details

Client Name:

Client Address:

Contract Details

Contract Number/Reference:

Service Description:

Contract End Date:

Notice Period (as per contract):

Notice Statement

Dear [Client Name],

This letter serves as formal notice that **[Vendor Name]** will not be renewing the Service Contract referenced above upon its expiration date of **[Contract End Date]**. This notice is provided in accordance with the required notice period as specified in the agreement.

Additional Comments (optional):

Please contact us if you require any further information or assistance during the transition period.

Vendor Representative Name:

Title:

Date:

Signature: _____