

# 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: \_\_\_\_\_