Date:

Name of the sender:  
Address:  
Company name:

**Subject: Service non-renewal letter**

Respected Mr. ABC,

This letter is being written to inform you that the company (mention the name of the company) is not renewing the contract of services with you.

Under section (mention the clause of agreement), the agreement will be renewed automatically unless someone terminates the renewal before the expiry date (mention the expiry date). This letter should be served as a timely notification from ABC company of nonrenewal of service.

Please acknowledge this letter by sending back a copy of the letter so that we can ensure that you have received this notification. You can feel free to contact us if you have anything to discuss with us regarding this matter.

We have enjoyed working with you during the tenure of your agreement. We hope that we will find a way to work with you in the future also.

Regards,

Name of the sender,  
Name of the company,   
Designation of the sender

Signatures

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