**[INSERT COMPANY LETTER HEAD]**

**CONTRACT TERMINATION LETTER**

[Date]

[Addressee Company Name]

[Address]

Attention: [Responsible Party]

Dear:

I am writing to inform you that [Company Name] is not renewing [Agreement Name] dated [Agreement Date]. [Brief summary of the reason for not renewing the Agreement].

While the Agreement expires on [Expiry Date], as per the terms of the Agreement, it automatically renews unless cancelled by [cancellation deadline]. This letter provides timely notification that [Your Company Name] will not renew the contract when it expires on [Expiry Date]. Unless we hear otherwise from you, we will assume that you acknowledge this termination letter.

Please acknowledge the receipt of this notice by executing and returning a copy of this notice. If you have any questions or wish to discuss this matter, please contact me at the earliest convenience. We have enjoyed working closely with [Addressee Company Name] and hope to work together again in the future.

Regards,

[Name]

[Title at the Company]

Acknowledged and Received:

[Name]

[Title at Addressee Company]