

Termination due to contract expiration

Subject: Non-Renewal of Contract

Dear [Vendor's Name],

As our existing contract dated [contract start date] is set to expire on [expiry date], this letter serves as official notification that we will not be renewing the agreement.

We kindly ask you to complete all remaining obligations and submit any final invoices by [deadline].

We greatly appreciate the services you have provided during our agreement.

Thank you for your cooperation and professionalism.

Sincerely,

[Your Name]

[Position]

[Company Name]

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