[Company Name]

[Company Address]

[City, State, ZIP Code]

**Subject: Notice of Subscription Non-Renewal**

Dear [Customer’s Name],

We’re writing to let you know that your subscription for [Product/Service Name] will **not** renew after the current term ends on [End Date].

This means your access to [Product/Service Name] will conclude on that date, and no further billing will occur. We appreciate the opportunity to have supported you with [*brief mention of value, e.g., “reliable tools,” “insightful features,” or “responsive support”*] during your time with us.

**Renewal Details**:

* Product/Service: [Product/Service Name]
* Renewal Date: [DATE]
* Billing Amount: $[AMOUNT]
* Billing Method: [e.g., Credit Card, Bank Account]

There’s nothing you need to do — your subscription will simply expire on [End Date]. If you change your mind or would like to re-subscribe in the future, you’re always welcome to reach out.

We want to thank you for being a valued customer of [Company Name]. If there’s anything we can do to support you during the final days of your subscription, or if you have questions, we’re here to help at [Email Address / Phone Number].

Thank you again for choosing [Company Name].

Yours sincerely,

……………………………………………………….

[NAME]

[TITLE]

[COMPANY NAME]