[Company Name]

[Company Address]

[City, State, ZIP Code]

**Subject: Notice of Non-Renewal of Vendor Agreement**

Dear [Vendor's Name],

We are writing to formally notify you that [Company Name] will not be renewing our agreement for [Product/Service Name], which is set to expire on [Agreement End Date].

This decision was made as part of a broader review of our vendor partnerships and operational needs. We appreciate the services you’ve provided during the term of our engagement, including [*brief note of value delivered, e.g., “timely deliveries,” “consistent support,” or “collaborative efforts”*].

**Agreement Details**:

* Vendor: [Vendor Name]
* Service: [Product/Service Name]
* Agreement End Date: [Agreement End Date]
* Final Payment Amount (if applicable): $[Amount]
* Payment Method: [Credit Card / Bank Transfer / etc.]

No further action is required on your end unless otherwise specified in our agreement. Should there be any wrap-up items or transition support needed, our team will be in touch to coordinate.

We thank you again for your work with [Company Name] and wish you continued success in your future engagements. If you have any questions regarding this notice or the end of the agreement, feel free to contact us at [Email Address / Phone Number].

Yours sincerely,

……………………………………………………….

[NAME]

[TITLE]

[COMPANY NAME]