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Email: \_\_\_\_\_

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\_\_\_\_\_  
Email: \_\_\_\_\_

### **Re: Non-Renewal Notice**

Dear \_\_\_\_\_:

This non-renewal notice is regarding our contract, of the following:

Sales Agreement

Date of Contract: \_\_\_\_\_

Subject Matter of Contract:

\_\_\_\_\_

Our contract is set to expire on \_\_\_\_\_. According to the terms of the contract, a non-renewal notice must be sent the following amount of time prior to expiration: \_\_\_\_\_.

This non-renewal notice is being sent within that deadline.

Please be informed that our contract will not be renewed and will instead terminate on its natural expiration of \_\_\_\_\_.

Sincerely,

\_\_\_\_\_