

[Date]

[Contact Name]

[Client Company Name]

[Address Line 1]

[Address Line 2]

Subject: FINAL NOTICE: Expiration of Agency Partnership Contract

Dear [Contact Name],

This letter serves as the final formal notification regarding the expiration of the partnership agreement between [Agency Name] and [Client Company Name]. Our current contract is scheduled to conclude on **[Contract End Date]**.

To date, we have not received a signed renewal agreement or a formal request to extend our services. Please be advised that if a renewal is not executed by [Deadline Date], all agency activities, account management, and deliverables will cease effective [Contract End Date].

To avoid a lapse in service and to maintain the momentum of our current projects, please select one of the following options immediately:

- **Renew:** Sign and return the attached renewal proposal.
- **Discuss:** Schedule a brief call to adjust terms or scope of work.
- **Transition:** Confirm the intent to close the account and begin the offboarding process.

We have valued our partnership and would welcome the opportunity to continue supporting your business goals. Please contact us at [Phone Number] or [Email Address] by the close of business on [Deadline Date] to confirm your intentions.

Sincerely,

[Your Name]

[Your Title]

[Agency Name]