

[Your Name/Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Date]

[Maintenance Company Name]  
[Contact Person Name]  
[Company Address]  
[City, State, Zip Code]

**RE: Notice of Non-Renewal of Elevator Maintenance Agreement**

Dear [Contact Person Name],

Please accept this letter as formal notification that [Your Company Name] will not be renewing the Elevator Maintenance Agreement for the property located at [Property Address].

Current Contract Number: [Contract Number]  
Contract Expiration Date: [Expiration Date]

In accordance with the terms of our agreement, we are providing this notice [Number of Days] days prior to the expiration date. We request that all services cease as of the close of business on [Date].

Please ensure that all final invoices are submitted by [Date]. We also request that any keys, technical manuals, or proprietary tools belonging to the building be returned to the building manager on or before the final date of service.

Thank you for your service over the past [Duration of Contract]. Please confirm receipt of this notice in writing.

Sincerely,

[Your Signature]

[Your Printed Name]  
[Your Title]