

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

[Contractor Name/Company]  
[Contractor Address]  
[City, State, Zip Code]

**RE: NOTICE OF NON-RENEWAL OF MAINTENANCE CONTRACT**

Dear [Contractor Contact Name],

Please accept this formal letter as notice that [Your Company Name] will not be renewing the maintenance services contract dated [Start Date of Current Contract].

The current agreement is scheduled to expire on [Contract End Date]. We request that you continue to provide all contracted services until this date. Following the expiration, your services will no longer be required.

We ask that you please:

- Complete any outstanding work orders by [Date].
- Return any keys, access badges, or property belonging to [Your Company Name] by [Date].
- Submit all final invoices for payment no later than [Date].

Thank you for the services you have provided during the term of our agreement. We wish you the best in your future endeavors.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Title]