

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Notice of Non-Renewal of HVAC Maintenance Agreement

Dear [Customer Name],

This letter is to formally notify you that [Company Name] will not be renewing your HVAC Maintenance Agreement, which is scheduled to expire on [Expiration Date].

As of the date mentioned above, all services associated with the [Agreement Name/Account Number] will cease. Any maintenance visits or emergency calls requested after this date will be billed at our standard hourly rates and will not be subject to previous contract discounts.

Reason for non-renewal (Optional): [Insert brief reason such as "Discontinuation of specific service plan" or "Change in service area"].

We recommend that you seek an alternative service provider to ensure your HVAC system remains in good working order and to maintain any manufacturer warranties.

If you have any questions regarding your final service dates or pending invoices, please contact our office at [Phone Number] or [Email Address].

Thank you for your business over the past [Number] years.

Sincerely,

[Your Name]

[Your Title]

[Company Name]