

[Your Name/Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

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

## **RE: NOTICE OF NON-RENEWAL OF LANDSCAPING SERVICE AGREEMENT**

Dear [Contractor Name],

Please accept this letter as formal notification that [Your Name/Company Name] will not be renewing the landscaping services agreement dated [Start Date of Contract].

Accordingly, the current agreement will terminate on its scheduled expiration date of [Contract End Date]. We request that all services cease on this date.

We ask that you ensure all final tasks are completed according to the contract specifications by the termination date. Please submit your final invoice for services rendered up to [Contract End Date] no later than [Date].

Please return any keys, access codes, or property belonging to [Your Name/Company Name] by [Date].

Thank you for the services you have provided during our contract term. We wish you and your company the best in your future endeavors.

Sincerely,

[Your Signature]

[Your Printed Name]  
[Your Title, if applicable]