

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

[Date]

[Service Provider Name or Company Name]
[Contact Person Name]
[Service Provider Address]
[City, State, Zip Code]

RE: Notice of Non-Renewal of Painting Services Agreement

Dear [Contact Person Name],

This letter serves as formal notification that [Your Company Name] will not be renewing the Painting Services Agreement dated [Start Date of Contract], which is currently set to expire on [Expiration Date].

Pursuant to the terms of our agreement, this notice satisfies the required [Number of Days] day notice period for non-renewal. We request that all painting services conclude by the end of business on [Final Date of Service].

Please ensure that all final invoices are submitted by [Date] for processing. We also request that any equipment, materials, or keys belonging to [Your Company Name] currently in your possession be returned no later than [Date].

We appreciate the services you have provided during the term of our contract and wish you the best in your future endeavors.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]