

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

[Vendor Contact Name]
[Pest Control Company Name]
[Vendor Address]
[City, State, Zip Code]

RE: Notice of Non-Renewal of Pest Control Service Agreement

Dear [Vendor Contact Name],

Please accept this formal letter as notice that [Your Company Name] will not be renewing the pest control service agreement dated [Original Contract Date] for the property located at [Property Address].

In accordance with the terms of our contract, this notice serves to inform you that our agreement will officially terminate on [Contract End Date].

We request that all scheduled services cease after the termination date. Please ensure that any equipment belonging to your company is removed from the premises by [Date] and that a final invoice is submitted for services rendered up to the termination date.

Thank you for the services provided during our contract term.

Sincerely,

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