

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

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

RE: NOTICE OF NON-RENEWAL OF PLUMBING SERVICES CONTRACT

Dear [Contractor Contact Name],

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

According to the terms of our agreement, this notice serves to inform you that the contract will officially expire on [End Date of Contract]. We do not wish to extend or renew the agreement beyond this date.

We request that you complete any outstanding work orders currently in progress by [Date]. Please submit all final invoices for services rendered up to the expiration date no later than [Date]. Additionally, please ensure that any keys, access badges, or property belonging to [Your Company Name] are returned by the final day of service.

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

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]