

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Date]

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

Re: Notice of Non-Renewal of Pool Cleaning Services

Dear [Contact Person Name],

I am writing to formally notify you that I will not be renewing my pool cleaning and maintenance contract with [Company Name].

According to our current agreement, the final day of service will be [Date of Last Service]. Please ensure that all scheduled maintenance is completed up to this date.

Please send a final invoice for any outstanding balances through the end of the service period. If there are any keys, gate codes, or equipment belonging to the property currently in your possession, please arrange for their return by the final service date.

Thank you for your service over the past [Duration of Service].

Sincerely,

[Your Signature]
[Your Printed Name]