

[Date]

[Contractor Name]

[Contact Person Name]

[Contractor Address]

[City, State, Zip Code]

RE: NOTICE OF NON-RENEWAL OF SECURITY SERVICES AGREEMENT

Dear [Contact Person Name],

This letter serves as formal notification that [Your Company/Property Name] will not be renewing the Security Services Agreement dated [Contract Start Date] for the property located at [Property Address].

In accordance with the terms of our agreement, the current contract will expire on [Contract End Date]. Please consider this letter as the required [Number of Days] days' notice of non-renewal.

All security services provided by your company are to cease at [Time] on [Final Date of Service]. Between now and that date, we expect the continued high standard of service as outlined in our current contract.

Please ensure that by the final date of service, the following items are returned to the Management Office:

- All property keys and master keys
- Access badges and gate remotes
- Security logs and incident reports
- Any property-owned equipment (radios, flashlights, etc.)

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

Please acknowledge receipt of this notice by signing below and returning a copy to us.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

Acknowledgment of Receipt:

Signature: _____ Date: _____