

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

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

RE: Notice of Termination and Non-Renewal of Snow Removal Services

Dear [Contact Person Name],

Please accept this letter as formal notification that [Your Name/Company Name] will be terminating the snow removal contract dated [Date of Original Contract] for the property located at [Property Address].

In accordance with the terms of our agreement, this termination will be effective as of [Last Date of Service]. Furthermore, please be advised that we will not be renewing the contract for the upcoming winter season.

We request that you complete any outstanding services scheduled before the effective date. Please submit your final invoice for services rendered up to [Last Date of Service] by [Date] so that we may settle the account.

Please return any keys, gate codes, or property access equipment in your possession by [Date].

Thank you for your services in the past. If you have any questions regarding this transition, please contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

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