

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

[Date]

[Service Provider Name]
[Contact Person Name]
[Service Provider Address]
[City, State, Zip Code]

RE: Notice of Contract Expiration

Dear [Contact Person Name],

This letter serves as formal notification that the waste management services contract between [Your Company Name] and [Service Provider Name], dated [Contract Start Date], is scheduled to expire on [Contract Expiration Date].

According to the terms outlined in Section [Number] of our agreement, we are providing this notice to confirm that we [choose one: do not intend to renew the contract / wish to initiate negotiations for a new agreement].

Please provide instructions regarding the final pickup schedule and the removal of any containers or equipment owned by your company currently located at our premises. All equipment should be removed no later than [Date].

We appreciate the services provided during the term of our contract. Please acknowledge receipt of this notice in writing.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]