

[Your Company Letterhead]

[Date]

Via [Certified Mail / Email]

Subject: Notice of Intent Not to Renew Contract Effective Month, Day, Year

To Whom It May Concern at (Vendor Organization),

This letter serves as formal notice from [Your Company Name] regarding our decision not to renew the Unified Communications as a Service (UCaaS) Agreement.

As stipulated by the agreement, a X- day written notice is required prior to the end of the contracted term. Therefore, please accept this letter, dated well in advance of the required notice period, as our official notification of intent not to renew, with an effective non-renewal date of XXX. We intend to go to a month-to-month billing as we transition from the platform. We do plan to entertain your solution as a future go forward platform in our upcoming project selection.

The contract in question is set to expire on [Contract Expiration Date]. This notice is being provided to ensure compliance with the contractual terms and to facilitate both parties' preparation for the contract's conclusion.

We request confirmation of receipt of this notice and any additional steps required from our end to conclude this process efficiently.

We wish to express our appreciation for the services provided during the term of our agreement and hope for potential future opportunities to collaborate.

For any inquiries or further communication regarding this notice, please contact [Your Contact Information].

Thank you for your prompt attention to this matter.
Sincerely,

[Your Name]

[Your Title]

[Your Company Name]