

Dear Sir,

I am writing to you regarding the matter of the

contract.

The contract was entered into on the 1st day of January 2020 and it is now due for renewal on the 31st day of December 2021. I am writing to you to inform you that the contract will not be renewed and that the services will be terminated on the 31st day of December 2021.

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Yours faithfully,

[Signature]