

[Insert the Sender's Address]

----- [Address Line1] -----

----- [Address Line 2] -----

[Insert the Date of sending the letter]

[Insert the Receiver's Name]

[Insert the Receiver's Address]

----- [Address Line1] -----

----- [Address Line 2] -----

Dear Mr./ Mrs./ Ms. [Insert the name of whomsoever it is concerned to]

SUB: [Insert the subject concerned to the letter]

Greetings of the day!

We have recently reviewed your request for a contract extension [Insert the necessary details of the contract].

You have been a part of [insert the name of the organization] since [insert the number of years of contract with the beneficiary company] year/ [s]. We would like to appreciate the diligence, commitment, and hard work you have shown toward the well-being of this organization.

The management admits that the quality of your work is of a supreme kind and that it is assured to bring success to the ventures you have invested your time in.

We, the team at [Insert the name of the organization], agrees to provide equal opportunities to its clients. We do wish to allow another client of ours, this time.

After forethoughtful discussions with the management, we are very sorry to let you know that, due to the above-stated reason, we will not be able to proceed with your request for an extension of the contract.

We appreciate your interest in discussing the matter with us and wish you the best for your future growth.

Thanks, and Regards,

[Insert the Full Name of the Sender]

[Insert the Designation], [Insert the Name of the Organization]

[Insert the Contact Details]