

Notice of Non-Renewal of Hardware Support Agreement

[Date]

[OEM name] Support Renewals [Address shown on the support agreement] [Account manager name, if known]

Re: Non-renewal of support agreement number [contract, service tag or quote number], covering the assets listed in the attached schedule.

To whom it may concern,

[Company legal name] gives notice that it will not renew the above support agreement at its current end date of [end date].

This notice is given inside the notice period required by the agreement. Please confirm receipt of this notice in writing, and confirm that no renewal quote, renewal invoice or automatic extension will be issued for the assets in the attached schedule.

Support obligations under the current term remain in force through [end date]. Nothing in this letter waives any right under the current agreement.

Please direct any questions to the undersigned.

Sincerely,

[Name] [Title] [Company legal name] [Email] [Phone]

Attachment: Asset schedule (brand, model, serial number, site, agreement end date)

How to use this letter. Fill in the bracketed fields. Attach the asset list exported from your CMDB or the OEM support portal. Send by email to the account manager and by tracked mail to the address on the agreement. Keep the delivery receipt. Calendar the end date and the notice deadline the day the renewal quote arrives.

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agreement governs.