

[Date]

[Merchant Processor Name]

[Attn: Cancellation / Retention Department]

[Processor Mailing Address]

[Processor City, State, ZIP]

RE: Notice of Intent to Non-Renew Merchant Services Agreement

Merchant ID Number (MID): [Insert Your MID Here]

To Whom It May Concern,

Please accept this letter as formal, written notification that [Your Legal Business Name] does not wish to renew its Merchant Services Agreement associated with MID [Insert Your MID Here] at the end of the current contract term.

According to our records and the terms outlined in Section [Insert Section Number, e.g., 14.3] of our agreement, our current term is scheduled to expire on [Current Contract End Date]. We are submitting this notice [Insert Number, e.g., 60] days prior to the expiration date to satisfy the required notice window and prevent the automatic renewal of this contract.

Please ensure our account is flagged for non-renewal and officially closed as of [Current Contract End Date], with all recurring billing terminated at that time.

Please send written confirmation via email to [Your Email Address] within 5 business days verifying that you have received this notice of non-renewal and that our account will close on the date specified above without penalty.

Sincerely,

[Signature of Authorized Signer]

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[Printed Name of Authorized Signer]

[Your Title, e.g., Owner / President]

[Your Legal Business Name]

[Your Phone Number]

[Your Email Address]