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**Notice of Non-Renewal of Contract & Deconversion Quote**

To Whom It May Concern,

We are writing to formally notify \_\_\_\_\_ of \_\_\_\_\_ Credit Union's intent to not renew our current card processing agreement, which we believe is set to expire on \_\_\_\_\_. This notice is provided in accordance with the terms and conditions outlined in our existing agreement.

- Can you please confirm what your records show as our card processing contract ending date in an email response to \_\_\_\_\_ at \_\_\_\_\_ ?

As a valued partner, \_\_\_\_\_ has supported us in serving our members' financial needs for many years. However, it has been a considerable amount of time since we last reviewed the full range of options available in the card processing market. Before making such a critical and strategic decision for our credit union, we feel it is essential to conduct a thorough review of all potential solutions to ensure we make the most informed choice for our members.

Please note that this notice of non-renewal should not be interpreted as a definitive decision to end our partnership with \_\_\_\_\_. We fully intend to include \_\_\_\_\_ in our review process and will give your products and services fair and comprehensive consideration alongside other providers. Our goal is to ensure we select a solution that best aligns with our credit union's strategic goals and enhances our ability to deliver exceptional value to our members.

- In addition, can you please supply a deconversion quote for three (3) data cuts, that we can include in our overall due diligence packet for the board?

We appreciate your understanding of our decision to undertake this review process and remain committed to maintaining open and transparent communication throughout.

Thank you for your continued support and partnership.

Sincerely,

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*Name, Title*