

Contract Renewal Notification

Dear [Recipient's Name],

We would like to remind you that your contract with [Company Name] is set to expire on [Expiration Date]. We appreciate your partnership and would like to discuss the renewal of your contract.

Please let us know a convenient time for you to discuss this further. We look forward to continuing our collaboration.

Best regards,

[Your Name]
[Your Job Title]
[Company Name]
[Contact Information]