

Contract Renewal Request

Date: [Insert Date]

To: [Client's Name]

Company: [Client's Company]

Address: [Client's Address]

Dear [Client's Name],

I hope this message finds you well. As we approach the end of our current contract dated [Insert Contract Start Date], I would like to express my appreciation for the fruitful relationship we have built over the past [Insert Duration of Contract].

In line with our ongoing commitment to providing you with excellent service, I would like to request the renewal of our contract. We believe that continuing our partnership will bring mutual benefits and further enhance our collaboration.

We are open to discussing terms and conditions that will meet your needs and expectations. Please let us know a convenient time for you to discuss this matter further.

Thank you for considering our request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]