

Contract Renewal Notification

Date: [Insert Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We hope this message finds you well. This letter serves as a formal notification regarding the upcoming renewal of our service agreement dated [Original Contract Date], which is set to expire on [Expiration Date].

We would like to express our appreciation for the opportunity to provide you with our services and are happy to propose the renewal of the contract for an additional term of [Insert Duration]. The terms and conditions will remain the same unless specified otherwise. Please review the attached documents for your reference.

To proceed with the renewal, please sign and return the attached agreement by [Response Deadline Date]. If you have any questions or require further modifications, do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]