

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express our intention to renew the transport service contract between [Your Company] and [Recipient Company] that is due to expire on [Expiration Date]. We have been pleased with the service provided and the partnership we have built over the past [Duration of Contract].

We believe that renewing our agreement will allow us to continue benefiting from your reliable transportation services while enhancing our operational efficiency.

Please let us know if there are any changes to the terms or conditions, and we would be happy to discuss them further. We look forward to your positive response and to continuing our successful partnership.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]