

# Digital Transformation Consultancy Contract Renewal

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We hope this message finds you well. As we approach the end of our current consultancy agreement dated [Insert Original Contract Date], we would like to initiate the process for contract renewal.

Over the past year, we have successfully collaborated on various digital transformation projects, and we believe there is substantial potential for continued progress.

Proposed Terms for Renewal:

- Duration: [Insert Proposed Duration]
- Scope of Services: [Briefly Outline Proposed Services]
- Fees: [Insert Proposed Fees]

We would like to schedule a meeting to discuss this proposal and any adjustments necessary to better align with your goals.

Thank you for your continued partnership. We look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Phone Number]

[Your Email Address]