

Contract Renewal Conditions

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, ZIP Code]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, ZIP Code]

Subject: Contract Renewal Conditions

Dear [Recipient Name],

We are writing to discuss the renewal conditions for our existing contract dated [Original Contract Date]. We would like to propose the following terms for consideration:

- Duration of Renewal: [Insert Duration]
- Financial Terms: [Insert Payment Terms]
- Scope of Services: [Insert Scope]
- Additional Conditions: [Insert Any Extra Conditions]

Please review the proposed conditions and let us know your thoughts. We believe that these terms will be mutually beneficial and hope to continue our partnership.

Thank you for your attention to this matter. We look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]