

Contract Renewal Notification

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you that your current contract with [Company Name] is set to expire on [Expiration Date]. We would like to discuss the renewal of your contract for an additional [Duration].

Please let us know a convenient time for you to discuss the terms and conditions of the renewal. If you have any questions in the meantime, feel free to reach out to us.

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

Best regards,

[Your Name]
[Your Title]
[Company Name]
[Contact Information]