

Contract Renewal Proposal

Date: [Insert Date]

[Your Name]
[Your Title]
[Your Company]
[Your Address]
[City, State, Zip Code]

[Recipient's Name]
[Recipient's Title]
[Recipient's Company]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally propose the renewal of our contract that is set to expire on [Insert Expiration Date]. Over the course of our partnership, we have achieved significant milestones, and I believe that a renewal would allow us to build upon our successes.

We propose the following terms for the new contract:

- Duration: [Insert Duration]
- Updated Terms: [Insert Key Terms]
- Fees: [Insert Fees if applicable]

I would appreciate the opportunity to discuss this proposal in detail and address any questions you may have. Please let me know a convenient time for us to meet or if you prefer, we can arrange a call.

Thank you for considering our proposal. I look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Name]
[Your Title]
[Your Company]
[Your Phone Number]
[Your Email Address]