

Contract Renewal Request

Date: [Insert Date]

[Recipient's Name]

[Recipient's Position]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the renewal of our current contract, which is set to expire on [Insert Expiration Date]. Our collaboration has been beneficial, and I believe that continuing our partnership will yield further success for both parties.

We have greatly valued our working relationship and would like to discuss any potential adjustments or improvements that can enhance our agreement moving forward. Please let me know a suitable time for us to discuss this renewal.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]