

Contractual Renewal Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Client's Name]

[Client's Company]

[Client's Address]

[City, State, Zip Code]

Subject: Contractual Renewal for Freelance Work

Dear [Client's Name],

I hope this message finds you well. I am writing to discuss the renewal of our freelance contract, which is set to expire on [Expiration Date]. It has been a pleasure working with you on [Project Name/Details] and I am looking forward to continuing our collaboration.

As we approach the end of our current agreement, I am eager to review the terms and conditions for the renewal. I believe that the work we have accomplished together has been mutually beneficial and I am excited about the potential for future projects.

Please let me know a suitable time for us to discuss this further. I am open to any adjustments or proposals you might have to ensure our partnership remains fruitful.

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

Sincerely,

[Your Name]

[Your Title/Position]