

Freelance Engagement Renewal Notice

Date: [Insert Date]

[Freelancer's Name]

[Freelancer's Address]

[City, State, Zip Code]

Dear [Freelancer's Name],

We hope this message finds you well. As your current freelance engagement with [Company Name] is set to expire on [Expiration Date], we would like to discuss the possibility of renewing your contract.

We have appreciated your contributions and expertise in [specific project or task]. We would like to propose extending your engagement for an additional [duration] under the same terms and conditions.

Please let us know your availability for a meeting to discuss this further. We are eager to continue our collaboration and look forward to hearing from you soon.

Thank you for your continued dedication and commitment.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]