

[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]

Dear [Client's Name],

I hope this message finds you well. I am writing to discuss the renewal of our freelance contract for the advanced services that I provide for [Project Name/Description]. My previous contract is set to expire on [Expiration Date], and I would like to propose the terms for the renewed agreement.

For the upcoming contract period, I propose the following terms:

- **Services Provided:** [Brief description of services]
- **Contract Duration:** [e.g., 6 months, 1 year]
- **Fee Structure:** [e.g., hourly rate, project fee, etc.]
- **Payment Terms:** [e.g., payment schedule, method]

I value our partnership and am committed to delivering high-quality services that meet your needs. If you agree with the proposed terms or have any adjustments in mind, please do not hesitate to reach out.

Thank you for your consideration, and I look forward to continuing our collaboration.

Sincerely,
[Your Name]
[Your Title/Profession]