

Contract Renewal Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company 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 consultancy contract, which is set to expire on [Insert Expiration Date]. Throughout our collaboration, I have greatly appreciated the opportunity to contribute to [specific projects or outcomes].

Given the successful outcomes of our previous work together, I believe that continuing our partnership will yield further positive results for [Company Name]. I am eager to discuss the terms of the renewal, including any adjustments necessary to better align with your current goals.

Please let me know a convenient time for us to discuss this further. I look forward to your positive response.

Thank you for considering my request.

Sincerely,

[Your Name]

[Your Title/Position]