

Contract Renewal Request

[Your Name]

[Your Position]

[Your Company]

[Date]

[Recipient Name]

[Recipient Position]

[Company Name]

[Company Address]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request the renewal of my contract as a Board Director at [Company Name], which is set to expire on [Expiration Date]. Over the past [Duration of Service], I have been privileged to contribute to our mission and objectives, and I am eager to continue providing my services and expertise.

During my tenure, I have successfully [briefly highlight any key contributions or achievements]. I believe that my continued involvement will support the growth and success of [Company Name] as we face new challenges and pursue upcoming opportunities.

I would appreciate the opportunity to discuss the terms of my contract renewal at your earliest convenience. Thank you for considering my request, and I look forward to your positive response.

Sincerely,

[Your Name]

[Your Contact Information]