

Request for Renewal of Contract Terms

[Your Name]

[Your Position]

[Your Company]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the renewal of my contract terms as a board director for [Company/Organization Name]. My current contract is set to expire on [Expiry Date], and I would like to discuss the potential for continuity in my role.

During my time as a board director, I have worked diligently to contribute to the company's goals and objectives, including [mention any specific achievements or contributions]. I believe that the continuity of my experience and insights will be beneficial for the board and the overall mission of [Company/Organization Name].

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

Sincerely,

[Your Name]

[Your Contact Information]