

# Contract Renewal Notification

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are reaching out to notify you that your contract with [Company Name] is set to expire on [Expiration Date]. We value our partnership and would like to discuss the renewal of your contract.

In order to ensure a seamless continuation of services, we propose to renew your contract under the same terms and conditions, effective from [Start Date of Renewal].

Please review the attached contract for your reference. If you have any questions or wish to propose any changes, feel free to contact us at [Contact Information].

We look forward to your prompt response to facilitate the renewal process.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]