

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company]
[Company Address]
[City, State, Zip Code]

[Recipient Name]
[Recipient Position]
[Recipient Company]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

We are writing to formally propose the renewal of our contract, which is set to expire on [Insert Expiration Date]. We value our partnership and look forward to continuing our collaboration.

After reviewing the existing terms, we would like to propose the following updated conditions for the renewed contract:

- Updated Scope of Work: [Briefly describe changes]
- Revised Pricing: [Detail new pricing structure]
- Modified Duration: [Specify the new contract duration]
- Additional Terms: [Any other necessary changes]

Please review these proposed changes and let us know if you have any questions or require further clarification. We are keen to finalize the renewal at your earliest convenience.

Thank you for your continued trust in [Your Company]. We look forward to your positive response.

Sincerely,

[Your Name]
[Your Position]
[Your Company]
[Your Contact Information]