

Important Announcement: Contractor Service Expiry

Dear [Recipient's Name],

We hope this message finds you well. We are writing to formally notify you that your current contractor service agreement with [Company Name] will be expiring on [Expiry Date].

Please take note:

- Contractor Name: [Contractor's Name]
- Service Start Date: [Start Date]
- Service Expiry Date: [Expiry Date]

We appreciate the services you have provided and would like to discuss the possibility of renewing your contract. If you are interested, please reach out to us by [Response Deadline].

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

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