

Contract Expiration Notification

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

Dear [Recipient Name],

We are writing to inform you that the contract between [Your Organization Name] and [Recipient Organization Name] for [Contract Description] is set to expire on [Expiration Date].

As per the terms of the contract, we would like to initiate discussions regarding the necessary steps for renewal or any other actions that may be required as we approach the expiration date.

Please feel free to reach out to us at [Your Contact Information] to schedule a meeting or if you have any questions regarding this matter.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]