

# Contract Expiry Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. This letter serves as a formal notification regarding the impending expiry of our contract titled "[Contract Title]" dated [Contract Start Date]. As per the terms of the agreement, this contract will expire on [Contract Expiration Date].

We would like to take this opportunity to discuss the possibility of renewing our agreement or any necessary amendments that you may have in mind.

Please feel free to reach out at your earliest convenience so that we can address this matter promptly.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]