

# Contract Renewal Intent

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to express my intent to renew the contract between [Your Company/Your Name] and [Recipient's Company] that is set to expire on [Expiration Date]. We have greatly valued our collaboration thus far and are eager to continue our partnership.

As we look towards potential future engagements, I would like to discuss the terms of the renewal and any new opportunities we can explore together. Please let me know a convenient time for you to meet and discuss this further.

Thank you for your attention to this matter. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Your Company]