

Contract Renewal Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We hope this message finds you well. As we approach the end of our current contract dated [Insert Contract Start Date], we would like to formally notify you of our intent to renew our partnership for another term.

In the coming weeks, we will be reviewing the terms and conditions of our partnership to ensure mutual benefits and continued success. We value the relationship we have built and look forward to further collaboration.

Please let us know if you wish to discuss any specific aspects of the renewal or if you have any proposals for modifications to the existing terms.

Thank you for your continued trust and partnership. We look forward to our ongoing collaboration.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Email]

[Your Phone Number]