

Contract Renewal Notice

Date: [Insert Date]

[Provider Name]

[Provider Address]

[City, State, Zip Code]

Dear [Provider Contact Name],

We are pleased to inform you that your transportation service contract with [Your Company Name], initially dated [Original Contract Date], is due for renewal on [Renewal Date]. We value the partnership we have established over the past year and would like to continue working together.

Please find enclosed the contract renewal documents for your review. The new terms and conditions are as follows:

- Service Duration: [New Duration]
- Payment Terms: [Updated Payment Terms]
- Service Rate: [Updated Rate]

We kindly ask you to return a signed copy of the renewed contract by [Response Deadline]. If you have any questions or would like to discuss the terms further, please do not hesitate to contact us at [Your Contact Information].

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]