

Contract Renewal Notification

Date: [Insert Date]

Client Name: [Insert Client Name]

Client Address: [Insert Client Address]

Dear [Client Name],

We hope this message finds you well. We are writing to inform you that your current contract with [Your Company Name] is set to expire on [Expiration Date]. We value our relationship with you and would like to discuss the renewal of your contract.

To ensure continuous service without interruption, we have prepared a renewal proposal that reflects the terms of our initial agreement along with any necessary adjustments based on our discussions.

Please contact us by [Response Deadline] to confirm your interest in renewing the contract or if you have any questions regarding the terms. We look forward to continuing our partnership and appreciate your trust in our services.

Thank you for your attention.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]