

Notice of Contract Renewal

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 contract with [Your Company Name] is due for renewal on [Insert Renewal Date]. We value your partnership and would like to discuss the terms of the renewal to continue providing you with our services.

Please review the existing terms and let us know if you have any questions or modifications in mind. We aim to finalize the renewal by [Insert Deadline for Renewal] to ensure a seamless continuation of our services.

Thank you for your attention to this matter. We look forward to continuing our successful partnership.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]