

Reminder for Contract Renewal

Date: [Insert Date]

Dear [Client's Name],

I hope this message finds you well. I am writing to remind you that our current contract is set to expire on [Insert Expiration Date]. We value our partnership and would like to discuss the renewal of our contract to continue providing you with our services.

Please let us know a convenient time for you to discuss this further. We appreciate your attention to this matter and look forward to your response.

Thank you for your continued trust in us.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]