

Contract Renewal Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are pleased to inform you that your contract [Contract Number/Description] with [Your Company Name] is up for renewal. The current contract is set to expire on [Expiration Date].

We would like to outline the details of the renewal as follows:

- **Renewal Term:** [Insert Duration]
- **New Expiration Date:** [Insert New Expiration Date]
- **Updated Terms and Conditions:** [Brief Description or Mention Attached Document]
- **Revised Payment Amount:** [Insert Amount]

Please review the attached documents for more details on the renewal terms. If you have any questions or need further clarification, feel free to reach out to us by [Insert Contact Information].

We look forward to continuing our successful partnership.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]