

Contract Renewal Discussion

Date: [Insert Date]

To: [Board Member's Name]

From: [Your Name]

Subject: Discussion on Contract Renewal

Dear [Board Member's Name],

I hope this message finds you well. As we approach the expiration of [Contract/Agreement Name], I would like to initiate a discussion regarding its renewal.

In light of our past collaboration and the outcomes achieved, I believe it would be beneficial to review the terms and consider any adjustments that may better serve our mutual interests moving forward.

I propose we schedule a meeting to discuss this matter further. Please let me know your availability for the upcoming weeks.

Thank you for your attention to this important matter. I look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]