

# Contract Renewal Inquiry

Date: [Insert Date]

To: [Service Provider's Name]

[Service Provider's Address]

Subject: Inquiry Regarding Contract Renewal

Dear [Service Provider's Contact Name],

I hope this message finds you well. We are reaching out to discuss the upcoming expiration of our current contract, which is due to end on [Insert Expiration Date]. We appreciate the professional services you have provided us thus far and would like to explore the possibility of renewing our agreement.

Could you please provide us with your thoughts on the renewal terms and any proposed changes you may have in mind? We are keen to continue our partnership and would love to hear your input on how we can enhance our collaboration moving forward.

We would appreciate your response by [Insert Response Deadline] to ensure a seamless transition. Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]