

Contract Renewal Proposal

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To: [Partner's Name]

[Partner's Position]

[Partner's Company Name]

[Partner's Company Address]

[City, State, Zip Code]

Dear [Partner's Name],

I hope this message finds you well. As we approach the expiration of our current contract dated [Insert Contract Date], we would like to initiate discussions regarding the renewal of our partnership.

Over the past [duration of the partnership], we have successfully achieved [briefly outline key achievements or benefits]. We believe that renewing our contract will provide both parties with continued success and mutual benefits.

We propose to review the terms of our existing contract and discuss potential adjustments that align with our evolving needs and goals. We are open to scheduling a meeting at your earliest convenience to explore this further.

Thank you for your consideration. We look forward to your response and to continuing our successful partnership.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]