

Contract Renewal Notification

Date: [Insert Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We hope this message finds you well. As your current contract with us is nearing its expiration on [Insert Expiration Date], we would like to initiate the renewal process and discuss how we can continue our successful partnership.

We are pleased to offer you an updated proposal that reflects the changes and enhancements we can implement moving forward. Please find attached the detailed renewal proposal for your review.

If you have any questions or would like to discuss the terms further, please do not hesitate to reach out. We are committed to providing you with the best possible service and support.

We appreciate your continued trust in our agency and look forward to hearing from you soon.

Best regards,

[Your Name]

[Your Position]

[Agency's Name]

[Agency's Contact Information]