

Contract Renewal Inquiry

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Consultant's Name]
[Consultant's Company Name]
[Consultant's Company Address]
[City, State, Zip Code]

Dear [Consultant's Name],

I hope this message finds you well. As we approach the expiration of our current consultancy agreement dated [Start Date], I would like to discuss the potential renewal of our contract.

We have greatly appreciated your expertise and contribution to [specific projects or aspects] during our collaboration. Therefore, we are interested in exploring the possibility of extending our engagement for another term.

Please let me know your availability for a meeting to discuss this further. I look forward to your response.

Sincerely,

[Your Name]
[Your Position]