

Letter of Intent for Business Contract Renewal

Date: [Insert Date]

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

[Recipient Name]
[Recipient Position]
[Recipient Company Name]
[Recipient Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to express our intention to renew the existing business contract between [Your Company Name] and [Recipient Company Name], which is set to expire on [Expiration Date].

We have valued our partnership and have seen positive results from our collaboration over the past [Duration of the Contract]. As such, we would like to discuss renewing the contract under similar terms and conditions, with the possibility of changes that reflect our evolving needs.

We believe that continuing our partnership will mutually benefit both parties and are eager to discuss this renewal at your earliest convenience. Please let us know a suitable time for a meeting or if there are any documents you require from us prior to our discussion.

Thank you for your attention to this matter. We look forward to your positive response.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]