

Notice of Impending Business Contract Renewal

Dear [Recipient's Name],

This letter serves as a formal notice regarding the upcoming renewal of our business contract, currently set to expire on [Expiration Date]. We value our partnership and would like to initiate discussions for renewal.

Please review the terms outlined in the current contract and let us know if there are any amendments you would like to propose. We believe that continuing our collaboration will be mutually beneficial.

Kindly confirm your intention to renew the contract by [Response Deadline]. Should you have any questions or require further information, please do not hesitate to reach out.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]