

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Company Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter serves as a reminder that our business contract, titled "[Contract Title]", entered into on [Contract Start Date], is set to expire on [Contract Expiration Date].

We value our partnership and would like to discuss the potential for renewal. Please let us know a convenient time for you to discuss this matter further.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]