

# Request for Contract Renewal Discussion

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a discussion concerning the renewal of our existing contract, which is set to expire on [expiration date]. We have greatly valued our partnership and the opportunities it has presented.

Given the evolving nature of our industry and the successful collaboration we have experienced, I believe it is in our mutual interest to explore the possibility of renewing the contract and discussing any adjustments necessary to better align with our current objectives.

I would appreciate the opportunity to meet at your earliest convenience to discuss this further. Please let me know your availability, and I will do my best to accommodate.

Thank you for considering this request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]