

Dear [Recipient's Name],

I hope this message finds you well. We are writing to provide you with an update regarding the procedures for the renewal of your contract with [Company/Organization Name].

As we approach the end of the current contract term, we would like to remind you of the following key dates and actions:

- **Review Period:** [Start Date] to [End Date]
- **Submission of Renewal Application:** [Submission Deadline]
- **Final Decision Notification:** [Notification Date]

We encourage you to review the terms of your existing contract and prepare any questions or proposals you may have for the renewal process. It is crucial to ensure a seamless transition into the new contract term.

If you need further clarification or assistance, please do not hesitate to reach out to us at [Contact Information].

Thank you for your attention to this matter, and we look forward to your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]

[Contact Information]