

Contract Renewal Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you that your current contract with us, dated [Insert Contract Date], is approaching its renewal period. The current contract is set to expire on [Insert Expiration Date].

In accordance with the terms outlined in the agreement, we would like to discuss the renewal of this contract and any necessary adjustments that may need to be made. We value your partnership and are eager to continue working together.

Please let us know your availability for a meeting to discuss the renewal, or feel free to reach out with any questions or concerns you might have.

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

Best regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]