

Dear [Recipient's Name],

We hope this message finds you well. We are writing to remind you that your current business contract with us is set to expire on [Expiration Date]. We value our partnership and would like to discuss the renewal of our agreement.

Please let us know a convenient time for you to discuss the terms and conditions for the renewal. We look forward to continuing our successful collaboration.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]