

Contract Renewal Agreement

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Recipient's Name]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to propose the renewal of our current business contract originally dated [Original Contract Date] regarding [Brief Description of the Contract]. As the contract is set to expire on [Expiration Date], we would like to continue our partnership.

We appreciate the mutual benefits derived from our collaboration and would like to discuss the terms for renewal, including any adjustments necessary to accommodate [specific needs or changes].

Please let us know a convenient time for you to discuss the details. We look forward to your positive response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]