

Letter of Intent to Renew Business Contract

Date: [Insert Date]

[Your Name]
[Your Title]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient's Name]
[Recipient's Title]
[Recipient's Company Name]
[Recipient's Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally express our intent to renew the business contract between [Your Company Name] and [Recipient's Company Name] that is set to expire on [Contract Expiry Date].

We have greatly valued our partnership over the past [duration of the contract] and believe that renewing the contract will continue to bring mutual benefits to both parties.

Please let us know a convenient time for us to discuss any adjustments or updates you might suggest for the new contract term.

Thank you for considering our intent to renew. I look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]
[Your Title]
[Your Company Name]