

Business Contract Renewal Notice

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you that we have reviewed your current business contract with [Your Company Name], which is set to expire on [Contract Expiration Date].

After careful consideration, we would like to propose a revised renewal of our business contract. Below are the key terms we suggest for the new agreement:

- Duration: [Insert Duration]
- Pricing: [Insert Pricing Details]
- Services Included: [List Services]
- Additional Terms: [Insert Any Additional Terms]

We believe these revised terms will better serve both parties and strengthen our partnership. We would appreciate it if you could review the proposed terms and provide your feedback by [Insert Feedback Deadline].

If you are in agreement with the proposed terms, we can proceed to draft the formal contract for your signature.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]