

Business Contract Renewal Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. As the expiration date of our current contract approaches on [Contract Expiration Date], I would like to propose the renewal of our agreement for [mention services or products].

We have valued our partnership and are eager to continue working together to achieve our mutual goals. Please let us know a convenient time for you to discuss the terms of the renewal and any adjustments that may be necessary.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]