

Contract Renewal Negotiation Letter

Date: [Insert Date]

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

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to discuss the upcoming renewal of our contract dated [Original Contract Date], which is set to expire on [Expiration Date]. We have greatly valued our partnership and the services provided.

As we approach the renewal period, I would like to propose a meeting to review the current terms and explore any potential adjustments that could better suit our mutual interests moving forward.

Could we schedule a time to discuss this further? I believe it would be beneficial for both parties to align our expectations and objectives for the upcoming term.

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

Sincerely,

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