

# Contract Renewal Confirmation Request

**Date:** [Insert Date]

**To:** [Recipient's Name]  
[Recipient's Position]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly request an update regarding the status of our contract renewal for [Contract Name/Company Name]. As the expiration date is approaching on [Expiration Date], we would like to ensure a seamless transition and continued cooperation.

We appreciate your attention to this matter and look forward to your prompt response. If you need any further information or documentation from our side, please do not hesitate to reach out.

Thank you for your assistance.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Contact Information]