

Follow-Up on Contract Renewal

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the status of our pending contract renewal that we discussed on [date of previous discussion]. As we are keen to continue our partnership, we wanted to see if there have been any updates or if any additional information is required from our side.

Please let us know how we can assist in moving this process forward. We appreciate your attention to this matter and look forward to your prompt response.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]