

Formal Request for Contract Renewal Details

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company/Organization]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]

[Recipient's Name]
[Recipient's Position]
[Recipient's Company/Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the details regarding the renewal of our contract [Contract Number/Name if applicable] that is set to expire on [Expiration Date].

We value our partnership with [Recipient's Company Name] and would like to ensure a smooth transition into the next term. Please provide us with the necessary information regarding renewal terms, modifications, and any pertinent deadlines.

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

Sincerely,
[Your Name]
[Your Position]
[Your Company/Organization]