

Subject: Inquiry about Contract Renewal Process

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the process for renewing our current contract, which is set to expire on [expiration date].

Could you please provide details on the steps involved, any required documentation, and the timeline for the renewal process? Additionally, if there are any changes or updates to the terms of the contract that we should be aware of, I would appreciate your guidance.

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

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]