

Inquiry Regarding Contract Renewal Terms

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the terms and conditions concerning the renewal of our current contract, which is set to expire on [Contract Expiration Date].

We value our partnership and would like to discuss the possibilities of extending our agreement, along with any changes that may be considered in the new terms.

Please let me know a convenient time for us to discuss this matter further. Thank you for your attention, and I look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company]