

Notice of Upcoming Contract Renewal

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter serves as a formal notice regarding the upcoming renewal of the contract dated [Insert Original Contract Date], which is set to expire on [Insert Expiration Date]. We appreciate your partnership and would like to discuss the terms of renewal.

We kindly request that you review the current terms and provide any feedback by [Insert Feedback Deadline]. If you are satisfied with the existing agreement, please confirm your intent to renew by [Insert Confirmation Deadline].

Should you have any questions or require further information, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your attention to this matter, and we look forward to continuing our successful partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]

[City, State, Zip Code]