

# Request for Contract Renewal Confirmation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

Dear [Recipient's Name],

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

As per our previous discussions, we would like to ensure that all necessary steps are taken to facilitate a seamless renewal process. We appreciate the valued partnership we have built over the past years and look forward to continuing our collaboration.

Could you please confirm the renewal status at your earliest convenience? If there are any documents or further information needed from our side, do not hesitate to let us know.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]