

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

## **Subject: Suggestion for Contract Renewal Meeting**

Dear [Recipient Name],

I hope this message finds you well. As we approach the expiration date of our current contract on [contract end date], I would like to propose a meeting to discuss the possibility of renewing our agreement.

During this meeting, I believe we can explore the successes of our partnership and identify any areas for improvement. I am confident that together we can reach a mutually beneficial arrangement for the upcoming term.

Could we schedule a meeting at your convenience? I am available on [insert your availability], but I am happy to adjust to accommodate your schedule.

Thank you for considering this suggestion. I look forward to your positive response.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]