

Logistics Contract Review and Renewal

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Company]

[Recipient's Address]

Dear [Recipient's Name],

We hope this message finds you well. As we approach the expiration of our current logistics contract dated [Contract Start Date], we would like to initiate a review and discuss the potential for renewal.

Over the course of our agreement, we have appreciated the quality of service your company has provided and would like to assess our ongoing needs and any changes in requirements.

We propose the following schedule for our discussions:

- Initial Review Meeting: [Proposed Date]
- Feedback and Discussion: [Proposed Date]
- Finalization of Terms: [Proposed Date]

Please let us know your availability for these meetings. We look forward to your response and continuing our partnership.

Thank you.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]