

Logistics Contract Renewal Notification

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's Position]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you that your current logistics contract with [Your Company Name] is coming up for renewal on [Contract Expiration Date]. We value our partnership and would like to discuss the terms of renewal for the upcoming term.

Please find attached the proposed terms and conditions for your review. We believe these terms will continue to benefit both parties and ensure seamless logistics operations.

We would like to schedule a meeting to discuss any questions or adjustments you might have. Please let us know your availability within the next two weeks to set up this meeting.

Thank you for your attention to this matter. We look forward to continuing our successful partnership.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]
[Your Phone Number]
[Your Email Address]