

Logistics Contract Renewal Notice

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to discuss the renewal of our logistics contract, which is set to expire on [Insert Expiry Date]. We value the partnership we have developed over the past [Insert Duration] and wish to continue our collaboration.

As such, we would like to propose a meeting to review the terms of the renewal, including any necessary adjustments to improve our service delivery and address any concerns you might have. We believe that together we can achieve enhanced operational efficiency.

Please let us know a convenient time for you to meet, and we will do our best to accommodate your schedule. We are looking forward to your positive response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]