

IT Contract Renewal Feedback

Dear [Recipient's Name],

I hope this message finds you well. I am writing to provide feedback on the renewal of our IT contract set to expire on [expiration date].

Overall, we have been pleased with the services provided, particularly in the areas of [mention specific areas of satisfaction]. However, we have also identified some areas for improvement including [mention specific areas that need improvement].

We believe that addressing these concerns will enhance our collaboration moving forward.

Thank you for your attention to these matters, and I look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]