

IT Contract Renewal Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the renewal of our current IT contract, which is set to expire on [Insert Expiration Date]. Our collaboration has been immensely beneficial, and we wish to continue our partnership into the next term.

We have greatly appreciated your team's support and expertise, and we believe that renewing our contract will allow us to further enhance our IT capabilities. Please let us know if there are any changes to the terms or if additional documentation is required for the renewal process.

Thank you for your attention to this matter. I look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company]