

Subject: Discussion on IT Contract Renewal Terms

Dear [Recipient's Name],

I hope this message finds you well. As we approach the expiration date of our current IT services contract on [Contract Expiration Date], I would like to initiate a discussion regarding the renewal terms.

To ensure a smooth transition and continued partnership, please find below a few points for our discussion:

- Review of service performance and deliverables
- Proposed changes to terms and conditions
- Discussion on pricing and payment schedules
- Additional services or support needed
- Timeline for contract renewal process

Please let me know your availability for a meeting to discuss these terms in further detail. I look forward to your feedback.

Thank you,

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