

IT Contract Review and Renewal

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

Dear [Recipient's Name],

We are reaching out to initiate the review and renewal process for our current IT contract, which is set to expire on [Insert Expiration Date]. We greatly value our partnership and would like to ensure that we continue to meet the evolving needs of our organization.

Please find attached the existing contract for your reference. We would appreciate your feedback on the following aspects:

- Performance of services over the past term
- Any necessary adjustments to the terms and conditions
- Updates on pricing and service offerings

We propose to schedule a meeting to discuss these points in detail. Please let us know your availability for next week.

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

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]