

Trucking Capacity Contract Renewal

Date: [Insert Date]

[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient's Name]
[Recipient's Company Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to discuss the renewal of our trucking capacity contract, which is set to expire on [Insert Expiration Date]. We greatly appreciate the partnership we have developed over the past [Insert Duration] and look forward to continuing this productive relationship.

In accordance with our initial agreement, we would like to propose a renewal of the contract under the same terms and conditions. However, we are open to discussing any adjustments that may be necessary to better suit both parties' current needs.

Please review the attached documents which outline our performance metrics and capacity utilizations over the previous term. We believe that our collaboration has been mutually beneficial and are excited about the prospect of extending our partnership.

We would kindly request a meeting at your earliest convenience to discuss this matter further. Please let us know your available dates and times.

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

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]