

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Recipient Name  
Company Name  
Company Address  
City, State, Zip Code

Dear [Recipient Name],

I am writing to formally express my interest in renewing my contract with [Company Name], which is set to expire on [Contract Expiration Date]. Over the past [duration of the contract], I have greatly valued the experience and opportunities I have had while working with your team.

During my time with [Company Name], I have successfully [mention any achievements or contributions], and I believe that my skills and dedication align with the company's goals.

I would appreciate the opportunity to discuss the terms of a renewal and any potential projects or areas of focus moving forward. Please let me know a convenient time for us to meet to explore this further.

Thank you for considering my request. I look forward to your response.

Sincerely,  
[Your Name]