

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally propose a discussion regarding the renewal of our current contract, which is set to expire on [expiration date]. Our collaboration has been invaluable, and I believe there are opportunities for us to build on our successes.

I would appreciate the opportunity to discuss the terms of the renewal and explore any potential adjustments that may enhance our partnership. Please let me know your availability in the coming weeks, and I will do my best to accommodate.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]