

Inquiry Regarding Contract Renewal

[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 inquire about the possibility of renewing our current contract, which is set to expire on [expiration date]. We have greatly valued our partnership and would like to discuss potential terms for renewing our agreement.

Could we schedule a meeting to discuss this further? Please let me know your availability, and I will do my best to accommodate.

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

Best regards,

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