

[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],

We are approaching the expiration of our current contract dated [insert date], and I would like to express our intention to negotiate a renewal. Over the past [duration of the contract], we have achieved [briefly mention accomplishments or benefits], which I believe warrant further collaboration.

We value our partnership and are keen to discuss potential terms and conditions for renewal that reflect our mutual interests. I propose we set up a meeting at your earliest convenience to discuss this further. Please let me know your available times, and I will do my best to accommodate.

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

Warm regards,

[Your Name]

[Your Position]

[Your Company]