

Contract Renewal Suggestion

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. As the expiration date of our current contract approaches, I would like to take this opportunity to suggest some terms for our potential renewal. Our collaboration has proven to be mutually beneficial, and I believe that with a few adjustments, we can enhance our partnership further.

Proposed Terms for Renewal:

- Extension period: [e.g., 12 months]
- Revised payment terms: [e.g., monthly payments with a discount for early payment]
- Adjustment in services: [e.g., addition of new services or modification of existing services]
- Performance metrics: [e.g., specific KPIs to measure success]

I am confident that these adjustments will provide greater value to both parties and strengthen our ongoing relationship. I would appreciate the opportunity to discuss these suggestions at your convenience.

Thank you for considering my proposal. I look forward to your feedback.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]