

Contract Renewal Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the renewal of my contract, which is set to expire on [Insert Expiration Date]. I have greatly valued my time working with [Company Name] and look forward to continuing our partnership.

Please let me know if there are any documents or information you require from my side to facilitate the renewal process. I am eager to discuss any changes or updates that may be necessary moving forward.

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

Sincerely,

[Your Name]