

Contract Renewal Request

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's 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 our existing contract concerning [briefly describe the contract or services involved]. Our current agreement is set to expire on [expiration date], and we would like to initiate the renewal process to ensure that there is no disruption in our services.

Over the course of our collaboration, we have greatly appreciated the value and quality of your services provided. We believe that renewing the contract would continue to foster a successful partnership for both parties.

If you agree, I propose that we schedule a meeting to discuss any modifications or updates you might consider relevant. Please let me know your available times, and I'll do my best to accommodate.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]