

# Letter of Contract Renewal Request

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Title/Position]  
[Institution/Organization Name]  
[Institution Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request the renewal of my academic contract, which is set to expire on [expiration date]. I have thoroughly enjoyed my time at [Institution/Organization Name] and believe that my contributions have positively impacted our team and the students we serve.

During my current contract, I have achieved [briefly list your accomplishments and contributions]. I am keen to continue my work and explore new opportunities within the department.

I would appreciate your consideration of my request for renewal. I am available to discuss this further at your earliest convenience and look forward to your positive response.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]  
[Your Position]