

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Department Name]

[Institution Name]

[Institution Address]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally express my intent to renew my contract as a lecturer in the [Department Name] for the upcoming academic year. My time at [Institution Name] has been deeply fulfilling, and I am eager to continue contributing to the academic community.

Over the past [number] years, I have had the privilege of teaching courses such as [Course Names] and engaging with both students and faculty to foster a dynamic learning environment. I am proud of my contributions to curriculum development and student mentoring that have enhanced our department's reputation and student success rates.

I believe that my ongoing involvement in [specific initiatives or projects] aligns with the institution's goals and mission, and I am committed to furthering this impact. I look forward to the opportunity to discuss my contributions and future projects with you.

Thank you for considering my request for contract renewal. I hope to continue serving [Institution Name] and collaborating with my esteemed colleagues.

Sincerely,

[Your Name]

[Your Position]

[Department Name]

[Your Contact Information]