

Subject: Inquiry Regarding Contract Renewal

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the status of my contract renewal for the upcoming academic year. My current contract is set to expire on [Expiration Date], and I would like to discuss the possibility of continuing my role as a lecturer in the [Department Name].

Over the past [Duration of Contract], I have greatly enjoyed contributing to the education and development of our students, and I am eager to continue this work. I would appreciate any information you can provide regarding the renewal process and timeline.

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

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]

[Date]