

Request for Lecturer Contract Renewal

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Institution 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 lecturer contract for the upcoming academic year. My time at [Institution Name] has been incredibly fulfilling, and I believe I have made significant contributions to the department and the success of our students.

Throughout my tenure, I have [briefly list your contributions, such as courses taught, research conducted, or committees served on]. I am committed to continuing this progress and am excited about the possibility of bringing [mention any new ideas or initiatives] to the program.

Thank you for considering my request. I look forward to the opportunity to continue my work at [Institution Name] and contribute further to our academic community. I am happy to discuss this matter at your earliest convenience.

Sincerely,

[Your Name]

[Your Current Position]