

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Contractor's Name]

[Contractor's Company Name]

[Contractor's Address]

[City, State, Zip Code]

## **Subject: Contract Renewal Negotiation**

Dear [Contractor's Name],

We hope this message finds you well. As we approach the expiration date of our current contract dated [Start Date], we would like to initiate discussions regarding the renewal of our contract.

Over the past [duration of the contract], we have valued the services and commitment you have provided. To ensure the continued success of our partnership, we would like to discuss the terms of renewal, particularly in areas including but not limited to:

- Project Scope
- Payment Terms
- Duration of Contract
- Performance Metrics
- Any additional services or updates to scope

We suggest scheduling a meeting to discuss these points in detail. Please let us know your availability within the next two weeks, and we will do our best to accommodate.

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]