

# Contract Renewal Letter

Date: [Insert Date]

To,

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We hope this message finds you well. We are writing to formally discuss the renewal of the contract for digital project management services that we have been providing to [Client's Company Name]. Our current agreement is set to expire on [Insert Expiration Date], and we would like to propose extending our partnership.

Over the past [Insert Duration], we have successfully collaborated on various projects, achieving significant milestones together. We believe that our continued partnership will bring forth more successful outcomes for [Client's Company Name].

We propose to renew our contract under the same terms, with the possibility of adjustments as necessary based on feedback and evolving needs. Please find attached our initial proposal for the renewal, outlining the key areas of focus for the upcoming period.

We would appreciate the opportunity to discuss this further, so please let us know a convenient time for you to meet or talk. Thank you for your consideration, and we look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]