

# Contract Renewal Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I hope this message finds you well. I am writing to formally request the renewal of my employment contract, which is set to expire on [Insert Expiration Date]. I have greatly enjoyed my time working with [Company's Name] and believe that my contributions have positively impacted our team.

Having gained valuable experience in my role as [Your Job Title], I am eager to continue contributing to the success of our projects and objectives. I am open to discussing any adjustments or updates that may be necessary in the new contract.

Thank you for considering my request. I look forward to discussing my contract renewal further. Please let me know a convenient time for us to meet.

Sincerely,

[Your Name]