

Contract Renewal Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Client's Name]

[Client's Company Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

I hope this message finds you well. I am writing to formally request the renewal of my freelance contract with [Client's Company Name], which is set to expire on [Expiration Date]. Over the past [duration of the contract], I have genuinely enjoyed working on [specific projects or tasks] and contributing to the success of your team.

As my current contract comes to an end, I would love the opportunity to continue our collaboration and support your upcoming projects. I believe that my skills and experiences align well with your current needs, and I am eager to contribute further.

If suitable, I would appreciate the chance to discuss the potential terms of the renewal, including project scopes and any adjustments needed to better serve your objectives going forward.

Thank you for considering my request. I look forward to your positive response.

Warm regards,

[Your Name]

[Your Title/Profession]