

Contract Renewal Request

[Your Name]
[Your Position]
[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Recipient's Name]
[Recipient's Position]
[Recipient's Company Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the renewal of our partnership contract, which is set to expire on [expiration date]. Over the course of our collaboration, we have achieved significant goals and built a strong relationship, and I believe that our partnership has been mutually beneficial.

We would like to discuss the terms for the renewal agreement and any updates or changes you may propose. Please let us know a convenient time for you to discuss this matter further.

Thank you for your continued support and partnership. I look forward to your positive response.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]