

Contract Renewal Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the renewal of our contract for [specific services] which is set to expire on [expiration date]. Over the past [duration of the current contract], we have greatly benefited from our partnership and the exceptional services provided by your team.

Our experience has highlighted the value of maintaining continuity in our collaboration, and we would like to propose renewing our contract for an additional term. We believe that extending our agreement would be mutually beneficial, allowing us to continue our productive relationship and work together towards our shared goals.

Should you need any further information or wish to discuss the terms of the renewal, please feel free to contact me at [your phone number] or [your email address]. I look forward to your positive response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Company Address]