

Contract Renewal Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request the renewal of our current contract, [Contract Number or Name], which is set to expire on [Expiration Date]. We have enjoyed working together and would like to continue our mutually beneficial partnership.

Please let me know if you require any additional information or if there are any changes you would like to discuss for the renewal. I look forward to your response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]