

Contract Renewal Agreement

Date: [Insert Date]

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

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

We are writing to formally request the renewal of our existing contract set to expire on [Expiration Date], regarding [Brief Description of the Contract]. We would like to propose a renewal for an additional term of [Number of Months/Years].

All terms and conditions within the original contract will remain the same, with the exception of [Any Changes if applicable]. We believe that continuing our partnership will be mutually beneficial.

Please review this proposal and let us know if you agree to the renewal. We look forward to your positive response.

Sincerely,

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