

Contract Renewal Proposal

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to propose the renewal of our existing contract, which is set to expire on [Insert Expiration Date]. We have greatly valued our partnership and are eager to continue our collaboration.

We would like to propose the following terms for the renewal:

- Contract Duration: [Insert Duration]
- Revised Rates: [Insert Rates]
- Additional Services: [Insert Services, if any]

Please let us know if you would like to discuss this proposal further or if you have any adjustments in mind. We are willing to accommodate any reasonable requests to ensure mutual satisfaction.

Thank you for your attention, and I look forward to your positive response.

Warm regards,

[Your Name]

[Your Position]

[Your Company Name]