

Dear [Recipient's Name],

I hope this message finds you well. As we approach the expiration of our current contract on [Contract Expiration Date], we want to take a moment to express our appreciation for the partnership we've shared.

Your feedback is vital to us as we evaluate our collaboration and consider the renewal of our contract. We would greatly appreciate it if you could share your thoughts on our services, your experience working with us, and any areas where you feel we could improve.

Please feel free to provide your feedback by [specific date]. Your insights will help us ensure that our future collaboration aligns with your expectations and needs.

Thank you for your attention and support. We look forward to your valuable feedback.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]