

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

[Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the terms of the upcoming renewal of our contract, which is set to expire on [expiration date]. We value our partnership and would like to discuss any adjustments or considerations that might be necessary for both parties moving forward.

Could you please provide me with the details regarding the renewal terms, including any changes in pricing, duration, and scope of services? Additionally, if there are any deadlines I should be aware of, please let me know.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]
[Your Position]
[Your Company]