

Letter of Intent to Renew Contract

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally express my intention to renew my contract, which is set to expire on [Insert Expiration Date].

Over the past [Insert Duration of the Contract], I have greatly appreciated the opportunity to work with [Company Name] and contribute to [specific achievements or projects]. I believe that our continued partnership will yield positive outcomes and further mutual benefits.

Please let me know if there are any necessary steps to facilitate the renewal process. I look forward to discussing this matter further.

Thank you for your attention to this request.

Sincerely,

[Your Name]

[Your Position]