

# Notice of Upcoming Contract Renewal

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

This letter serves as a formal notice regarding the upcoming renewal of your contract with [Your Company Name]. The current contract will expire on [Expiration Date], and we would like to discuss the terms of renewal.

We value your partnership and are looking forward to the opportunity to continue working together. Please review the attached renewal terms and feel free to reach out to us with any questions or concerns.

We kindly ask you to confirm your intent to renew by [Response Deadline].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]