

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a meeting to discuss the renewal of our existing contract, which is set to expire on [insert expiration date]. We value our partnership and would like to explore the possibility of continuing our collaboration.

Could we schedule a meeting at your earliest convenience to discuss this matter further? I am available on [insert two or three options for dates and times]. Please let me know what works best for you.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]