

Contract Renewal Proposal Request

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email Address]

Phone: [Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the renewal of our current contract which is set to expire on [Expiration Date]. We believe that continuing our partnership will bring mutual benefits and further enhance our collaborative efforts.

Over the past [Duration of Current Contract], we have achieved [List Key Achievements]. We are eager to discuss the possibility of renewing our agreement and addressing any updates or changes you may wish to incorporate.

Please let me know a convenient time for us to have a discussion regarding the renewal. Thank you for your attention, and I look forward to your response.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]