

Contract Renewal Request

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company]

[Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[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 project contract, which is set to expire on [Contract Expiration Date]. Over the duration of our collaboration, we have achieved significant milestones, and I believe that extending our partnership would be beneficial for both parties.

We are keen to continue our work together and explore opportunities for further growth. I suggest scheduling a meeting at your earliest convenience to discuss the terms and conditions for the renewal and any adjustments that may be necessary.

Thank you for considering our request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Your Company]