

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Contract Renewal Notification

We are writing to inform you that the current contract between [Your Company Name] and [Recipient's Company Name], dated [Original Contract Date], will be expiring on [Expiration Date]. We appreciate the relationship we have built and would like to discuss the renewal of our existing agreement.

The proposed terms for the renewal are as follows:

- Renewal Period: [Start Date] to [End Date]
- Updated Terms: [Brief Overview of Any Changes]
- Pricing: [Details on Pricing Structure]

Please review the proposed terms and let us know if you have any questions or would like to discuss further. We are looking forward to continuing our partnership.

To confirm your acceptance of the renewal, please sign and return a copy of this letter by [Response Deadline].

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]

[Enclosure: Contract Renewal Agreement]