

[Your Name]
[Your Title]
[Your Company]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Recipient Company]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Renewal of Contract [Contract Number/Name]

I hope this letter finds you well. I am writing to discuss the upcoming expiration of our contract [Contract Number/Name] dated [Original Contract Date]. As we approach the end of our agreement on [Expiration Date], we would like to express our interest in renewing the contract for an additional term.

We have greatly valued our partnership and appreciate the collaborative efforts between our teams. The following points outline our proposal for the renewal:

1. ****Proposed Contract Duration:****
 - [Insert duration of renewal, e.g., one year, two years]
2. ****Revised Terms and Conditions:****
 - [List any changes in pricing, terms, or services, if applicable]
3. ****Performance Evaluation:****
 - [If applicable, mention any evaluations of performance or changes based on previous engagements]
4. ****Additional Services:****
 - [Include any new services or offerings that could be beneficial]

We believe the renewal of this contract will continue to provide mutual benefits. Please let us know a convenient time for you to discuss this proposal in detail. We are open to feedback and would like to ensure that we meet your expectations.

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

Best regards,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Job Title]
[Your Company]