

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[Company's Name]  
[Company's Address]  
[City, State, ZIP Code]  
Dear [Recipient's Name],  
Subject: Contract Renewal

I hope this message finds you well. I am writing to formally request the renewal of our contract [Contract Number/Name], originally set to expire on [Expiration Date].

We have appreciated our collaboration and would like to continue our partnership. The terms outlined in the original agreement remain favorable, and we believe there is potential for further success. Please let me know if you require any additional information or if you would like to discuss any specifics regarding the renewal.

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

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company Name]