

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

[Client's Name]
[Client's Company]
[Client's Address]
[City, State, Zip Code]

Dear [Client's Name],
Subject: Contract Renewal

I hope this message finds you well. As we approach the end of our current agreement dated [Start Date of Current Contract], I would like to discuss the renewal of our contract.

Over the past [duration of the contract], I have enjoyed working on [specific projects or tasks], and I believe we have achieved significant progress together.

To continue our collaboration, I propose extending our contract for an additional [duration of the new contract]. The terms and conditions would remain similar, but I would like to discuss any updates regarding [payment, scope of work, or any other relevant factors].

Please let me know a convenient time for you to discuss this further or if you would prefer to proceed with a formal renewal process.

Thank you for the opportunity to work with you. I look forward to your positive response.

Best regards,

[Your Name]
[Your Title/Position]