

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

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Contract Renewal Request

I hope this letter finds you well. I am writing to formally request the renewal of our contract originally signed on [original contract date], which is set to expire on [expiration date].

Over the past [duration of contract], I have appreciated the opportunity to work together and believe that our collaboration has produced positive results. [Optionally provide a brief summary of achievements or outcomes.]

Considering our successful partnership, I would like to propose a renewal of the contract for an additional [duration] under the same terms and conditions, or we can discuss any amendments you deem necessary.

I am looking forward to your positive response and hope to continue our work together for the benefit of both parties.

Thank you for considering my request. Please feel free to reach out if you would like to discuss this matter further.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]