

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

Dear [Recipient Name],

Subject: Renewal of Contract

I hope this letter finds you well. I am writing to formally request the renewal of our current contract [insert contract number or description], which is set to expire on [insert expiration date].

Over the past [insert duration], our collaboration has yielded positive results, and I believe that renewing our agreement will allow us to continue building upon our successes.

[Here, mention specific achievements or outcomes arising from the current contract. Include any relevant data or metrics.]

Given the strengths of our partnership, I am confident that renewing the contract will benefit both parties. I would like to propose the following terms for the renewal:

1. **\*\*Contract Duration\*\***: [insert proposed duration]
2. **\*\*Scope of Work\*\***: [summarize the scope]
3. **\*\*Payment Terms\*\***: [insert proposed payment terms]
4. **\*\*Other Relevant Terms\*\***: [insert any additional important terms]

Please let me know a convenient time for us to discuss the renewal further. I am looking forward to your positive response and hope to continue our valuable partnership.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company/Organization Name]