

[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 current contract [Contract Number/Title] which is set to expire on [Expiration Date].

Over the course of our partnership, I have appreciated the collaboration and the successes we have achieved together. I believe that continuing our relationship would be mutually beneficial and allow us to build on our accomplishments.

Please let me know if there are any changes or updates you would like to discuss regarding the terms of the renewal or the project moving forward. I am open to negotiation and eager to ensure that both parties find satisfactory terms.

I look forward to your response and hope to renew our contract soon.

Thank you for your attention to this matter.

Sincerely,

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