

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

[Recipient's Name]
[Recipient's Title]
[Company Name]

[Company Address]
[City, State, Zip Code]

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

I hope this letter finds you well. I am writing to formally express my desire to renew the contract between [Your Company Name] and [Recipient's Company Name], which is set to expire on [Current Contract Expiration Date].

After a thorough review of our previous collaboration, I believe that both parties have greatly benefited from our working relationship. I am confident that a renewed contract will continue to provide value and mutual success.

I propose that we discuss the terms and conditions for the renewal, including any necessary adjustments to ensure continued alignment with our evolving goals. I am available for a meeting at your earliest convenience to discuss this further.

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

Sincerely,
[Your Name]
[Your Title]
[Your Company Name]