

[Your Name]
[Your Title/Position]
[Your Company/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title/Position]
[Recipient's Company/Organization]
[Recipient's Address]
[City, State, Zip Code]
Dear [Recipient's Name],
Subject: Renewal of Contract [Contract Number or Title]
I hope this message finds you well. I am writing to discuss the upcoming expiration of our current contract dated [Original Contract Date], set to expire on [Expiration Date]. We are very pleased with the partnership we have developed and would like to propose a renewal of our agreement. Over the past [Duration of Current Contract], we have achieved significant milestones together, including [Highlight Key Achievements/Benefits]. We believe that continuing our collaboration will yield even more success for both parties.
We suggest the following terms for the renewal:
1. **Duration**: [Proposed Duration of Renewal]
2. **Scope of Work**: [Brief Summary of Continued Services/Deliverables]
3. **Compensation**: [Proposed Payment Terms]
Please review these terms and let us know if you have any modifications or additional points for discussion. We are eager to finalize this renewal and continue our successful partnership.
I look forward to your response.
Thank you for your attention.
Sincerely,
[Your Name]
[Your Title/Position]
[Your Company/Organization]