

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

Subject: Contract Renewal Notification

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request the renewal of our existing contract [Contract Number/Title], which is set to expire on [Expiration Date].

We have successfully collaborated over the past [Duration of Current Contract], and I believe that extending our partnership will be mutually beneficial. I would like to discuss the terms of the renewal at your earliest convenience.

Please feel free to reach out to me at [Your Phone Number] or [Your Email Address] to confirm a suitable time for us to discuss this further.

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

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[Your Company Name]