

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

Dear [Recipient Name],

Subject: Letter of Intent for Contract Renewal

I hope this letter finds you well. I am writing to formally express our intent to renew the contract dated [original contract date], set to expire on [expiration date].

We have greatly valued our partnership with [Recipient Company/Organization] and believe that continuing this collaboration will be mutually beneficial.

[Optional: Briefly outline reasons for renewal or any accomplishments during the contract period.]

We propose to initiate discussions regarding the specifics of the renewal, including any adjustments necessary based on our previous experiences. We look forward to your feedback and hope to finalize the renewal process at your earliest convenience.

Thank you for your attention to this matter. Please feel free to contact me at [your phone number] or [your email address] to discuss this further.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title]
[Your Company/Organization]