

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

Dear [Recipient's Name],

Subject: Contract Renewal for [Contract Name/Number]

I hope this message finds you well.

We are writing to formally discuss the renewal of our contract, [Contract Name/Number], which is set to expire on [Expiration Date]. We value our partnership and would like to continue our collaboration without interruption.

The terms of the existing contract have served us well, and we would appreciate your confirmation of your willingness to renew under the same or revised terms. Please find attached the details for your review.

We propose a meeting on [Proposed Date] to discuss the renewal terms at your earliest convenience.

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

Sincerely,

[Your Name]
[Your Title]
[Your Organization]