

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

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

[Company's Address]  
[City, State, ZIP Code]

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

I hope this message finds you well. I am writing to formally request the renewal of my contract, which is set to expire on [expiration date]. Over the past [duration of current contract], I have greatly enjoyed working with [Company's Name] and contributing to [mention any significant projects or contributions]. I believe that our collaboration has been mutually beneficial, and I am eager to continue working together.

I would like to propose renewing my contract for an additional [duration of renewal], with the following terms:

1. [Proposed Term 1]
2. [Proposed Term 2]
3. [Proposed Term 3]

I am confident that, with this renewal, I can continue to add value to [Company's Name] and help achieve our shared goals.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]  
[Your Job Title]  
[Your Department]