

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[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 our existing contract, originally dated [Original Contract Date], which is set to expire on [Expiration Date].

I would like to propose renewing the contract for an additional term of [Length of Renewal Term], under the same terms and conditions.

Please let me know if you require any further information or if there are any amendments to be discussed. I look forward to your favorable response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Company Name] (if applicable)