

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

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

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Contract Renewal for [Contract Name/Number]

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

Over the past [duration of the contract], we have successfully collaborated and achieved [mention any key accomplishments or benefits derived from the contract]. We believe that renewing this contract will be mutually beneficial, allowing us to continue building on our positive relationship and furthering our joint goals.

We are open to discussing any necessary adjustments or updates to the terms of the contract to better align with our current needs and objectives. Please let us know a convenient time for you to meet and discuss the renewal process.

Thank you for considering our request. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]