

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

Given the positive outcomes and mutual benefits we have experienced during our collaboration, I believe that continuing this agreement is in the best interest of both parties. I propose to extend the contract for an additional period of [Specify Duration], under the same terms and conditions.

Please let me know if you are open to this renewal, or if there are any amendments you would like to discuss. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your continued partnership.

Sincerely,

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