

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

[Recipient Name]
[Recipient Title]
[Recipient Company]
[Recipient Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Contract Renewal

I hope this message finds you well.

We are writing to discuss the renewal of our current contract, which is set to expire on [expiration date]. We value our partnership with [Recipient Company] and are keen to continue our collaboration.

As per our discussions, we would like to propose the following terms for the renewal:

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

Please review the proposed terms at your earliest convenience. We believe these adjustments will better serve both parties moving forward.

We appreciate your prompt attention to this matter and look forward to your response.

Thank you for your continued partnership.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title]

[Your Company]