

[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],

I hope this message finds you well. I am writing to formally request the renewal of our existing contract for [specific service or product] that is set to expire on [expiration date].

Over the course of our partnership, I believe we have achieved [briefly mention any successes or outcomes]. Therefore, I would like to continue our collaboration and am interested in discussing the terms for the renewal of our contract.

Please let me know a convenient time for us to discuss this matter further. Thank you for considering my request.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]