

Subject: Follow-Up on Contract Renewal

Dear [Recipient's Name],

I hope this message finds you well.

I wanted to follow up regarding the renewal of our contract originally set to expire on [expiration date]. As the date is approaching, I would like to ensure we continue our partnership without any interruptions.

Please let me know if you need any further information or if there are any points you would like to discuss before proceeding with the renewal.

I look forward to your feedback.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]