

[Your Business Name]
[Your Business Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Business Name]
[Recipient Address]
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Renewal of Order/Contract

I hope this message finds you well. We are writing to formally notify you that the current order/contract between [Your Business Name] and [Recipient Business Name] is approaching its expiration date of [Expiration Date].

We would like to propose a renewal of this order/contract for an additional term of [specify duration, e.g., one year], under the same terms and conditions as previously agreed upon.

Please review the attached documents for any updates and let us know if you would like to make any amendments or discuss further terms.

If you agree to the renewal, kindly sign and return the enclosed agreement by [Response Deadline].

Thank you for your continued partnership. We look forward to working with you for another term.

Best regards,

[Your Name]
[Your Job Title]
[Your Business Name]