

[Your Name]
[Your Business Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Company Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to discuss the upcoming expiration of our current contract dated [Start Date of Current Contract]. As we approach this date, I would like to express my interest in renewing our agreement for another term.

Over the course of our partnership, I have appreciated our collaboration, and I believe that the mutual benefits derived from our contract warrant its continuation.

I propose that we schedule a meeting to discuss the terms of the renewal and address any necessary adjustments to ensure the continued success of our partnership. Please let me know your availability in the coming weeks, and I will do my best to accommodate.

Thank you for your consideration, and I look forward to your prompt response.

Best regards,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[Your Business Name]