

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

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request the renewal of my contract with [Company Name], which is set to expire on [Expiration Date].

I have valued my partnership with [Company Name] and appreciate the support and services provided throughout the duration of our agreement. I would like to discuss the terms of the renewal, including any updates or changes that may be applicable. Please let me know a convenient time for us to meet or discuss this matter further.

Thank you for your attention to this request. I look forward to continuing our collaboration.

Sincerely,

[Your Name]
[Your Title/Position, if applicable]
[Your Organization, if applicable]
[Your Signature, if sending a hard copy]