

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

Dear [Recipient Name],

Subject: YYZ Contract Renewal

I hope this message finds you well.

As we approach the expiration date of our current contract for the YYZ project, I would like to initiate discussions regarding the renewal terms. We appreciate the successful partnership we have developed over the past [duration of the contract], and we are eager to continue our collaboration moving forward.

Please let us know your availability for a meeting to discuss the renewal and any adjustments or updates that may be necessary from both sides. We aim to ensure a smooth transition and continuation of the services provided under this contract.

Thank you for your attention to this matter. I look forward to your prompt response.

Best regards,

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