

[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 [specific service or product], I would like to discuss the renewal process and any updates that may be necessary.

We appreciate the partnership we have built with [Recipient Company] over the past [duration of partnership] and are keen to continue our collaboration.

To facilitate a smooth renewal process, please find attached a summary of our current agreement, along with some proposed adjustments based on our experiences and future goals.

I would be grateful if we could schedule a meeting to discuss the renewal terms and address any questions you might have. Please let me know your availability in the coming weeks.

Thank you for your continued support. I look forward to working together for another successful term.

Best regards,

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