

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

Subject: Contract Renewal Request for YYZ

I hope this letter finds you well.

I am writing to formally request the renewal of our current contract regarding [brief description of the contract details] which is set to expire on [expiration date]. We have greatly valued our partnership with [Recipient's Company Name] over the past [duration of the contract], and we believe that continuing this collaboration would be mutually beneficial.

We appreciate the advantages that our agreement has brought to both parties and are eager to explore the opportunities for further growth. We believe that [mention any specific benefits or achievements during the contract period] demonstrates the positive outcomes of our partnership. We ask that you provide us with the necessary steps and documentation required to proceed with the renewal process. Additionally, we would be open to discussing any potential adjustments or improvements that could enhance our ongoing partnership.

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

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Typed Name]  
[Your Position]  
[Your Company Name]