

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

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

Dear [Recipient's Name],

Subject: YYZ Contract Renewal

I hope this message finds you well. I am writing to formally initiate the renewal process for our existing contract regarding [specific services/products] at YYZ, which is set to expire on [expiration date].

As we approach the renewal period, I would like to take this opportunity to express our satisfaction with our partnership and the value that [Recipient's Company] has brought to our operations.

We believe that extending our collaboration will be mutually beneficial, and we are keen to discuss the terms moving forward. Please let us know a suitable time for us to meet and discuss the details further.

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

Best regards,

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