

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Business Contract Renewal

I hope this message finds you well. As we approach the expiration of our current agreement, I would like to initiate discussions regarding the renewal of our business contract, which is set to expire on [Expiration Date].

Over the past [duration of contract], we have appreciated the opportunity to work with [Recipient Company] and believe that our collaboration has been mutually beneficial.

We are eager to continue our partnership and would like to propose a meeting to discuss the terms and any adjustments that may be needed for the new contract period. Our goal is to ensure that both parties are aligned in expectations and objectives moving forward.

Please let us know your availability for a discussion in the coming weeks. We are open to either a phone call or an in-person meeting at your convenience.

Thank you for your attention to this matter. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]