

[Your Company Letterhead]

[Date]

[Client Name]

[Client Company Name]

[Client Address]

[City, State, Zip Code]

Dear [Client Name],

Subject: Contract Renewal Notice

We hope this letter finds you well. We are writing to inform you that your current contract with us is set to expire on [Expiration Date]. We value our partnership and are eager to continue our successful collaboration.

We would like to propose the renewal of your contract for another term, starting on [Start Date] and ending on [New Expiration Date]. The terms and conditions of the renewal will remain largely the same, though we would be happy to discuss any updates or changes you may need.

Please review the details and let us know if you have any questions or require further information. To proceed with the renewal, kindly provide your approval by signing and returning the enclosed contract renewal form by [Response Deadline].

Thank you for choosing [Your Company Name]. We look forward to continuing to serve you.

Best regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]

[Enclosure: Contract Renewal Form]