

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

Dear [Recipient Name],

Subject: YYZ Contract Renewal Notification

I hope this message finds you well. I am writing to formally notify you that the current YYZ contract between our companies is approaching its expiration date on [Expiration Date].

We would like to discuss the renewal of this contract to continue our successful partnership. Please let us know your availability for a meeting to review the terms and any changes you would like to propose. Thank you for your attention to this matter. We look forward to your prompt response.

Best regards,

[Your Name]
[Your Title]
[Your Company]