

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Renewal of Business Contract

We hope this message finds you well. As we approach the expiration of our current contract dated [original contract date], we would like to discuss the renewal of our agreement to continue our successful partnership.

Over the past [duration of the contract], we have achieved several milestones together, including [mention key achievements or projects]. We value the collaboration and the mutual benefits it has brought to both parties.

We propose to renew the contract for an additional [duration of the renewal], with the following terms and conditions:

- [Specify any changes in terms, pricing, or conditions if applicable]
- [Include deadlines for acceptance or any important dates]

Please let us know if you would like to schedule a meeting to discuss this renewal further. We are eager to build on our successes and explore new opportunities together.

Thank you for your continued partnership. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]