

[Your Company Letterhead]

[Date]

[Client Name]

[Client Title, if applicable]

[Client Company Name]

[Client Address]

[City, State ZIP]

Dear [Client Name],

I hope this message finds you well. I am reaching out to remind you that the current contract between [Your Company Name] and [Client Company Name] is set to expire on [Contract Expiry Date]. We sincerely value our ongoing partnership and the successful outcomes we have achieved together.

To ensure continuity of service and continued collaboration, I would like to begin discussing the terms for contract renewal. We believe that extending our agreement will allow us to further support your business goals and deliver even greater value in the coming year.

Please review the attached renewal proposal at your earliest convenience. If you have any questions or would like to discuss specific terms, we would be happy to arrange a meeting at a time that works best for you.

Thank you for your continued trust in [Your Company Name]. We look forward to the opportunity to continue working together and supporting your ongoing success.

Best regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]