Letter 1

We are pleased to inform you that we wish to renew our business contract with you. Our current contract is approaching its end on 16th August 2023. We would love to continue our partnership by proposing a renewal of this contract for another 5 years.

Please review the attached contract renewal document and let us know your feedback. If you have any questions or require modifications, do not hesitate to contact us.

We look forward to hearing from you soon.

Letter 2

As the expiration of our current agreement comes closer, we are delighted to continue the positive business relationship we have established over the past 10 years. We, therefore, propose a renewal of our business contract.

We suggest a meeting in order to discuss the new contract. Please let us know about a suitable day and time to arrange the meeting.

We hope to hear from you soon.

Letter 3

How are you? Hopefully, you are doing well at your place. I wish you the best of emotional strength and everlasting harmony in your life. If you remember, our company reserved the contract to manufacture uniforms for your school two years ago. The firm had achieved its target of making 3600 uniforms in a brief span of five months.

We are a well-organized, reliable, steadfast, and accountable organization. Your workforce is happy with our hard work and great exertions to maintain the best possible quality in every way. We learned somehow that you are once again going to give us the opportunity to assign the contract for manufacturing uniforms.

We would be very engrossed in resuming the treaty for the next two years. Kindly indicate to us in your inscription whether you would also be delighted to extend the contract. Our company will be full of gratitude if you allow us to regenerate business. Express gratitude with eagerness.