[Date]

To

[Recipient Name]

[Title]

[Company Name]

[Street Address] [City, ST ZIP Code]

Dear [Recipient Name]:

This letter is to notify you that I was appointed as an English Teacher for a period of two years which is about to expire the next month. During these years, I tried the finest to accomplish all the theoretical chucks. Furthermore, I have already sent you my key performance indicator report (KPI).

I request you to kindly renew my contract for further as I have developed a great comfort level in this institute. I want to continue working with a professional team like yours. I believe that working under your supremacy will enhance my professional experience in the best possible way.

Kindly let me know if you require my services as an English teacher as I want to choose my impending calling either with you or wherever else though I have already told my preference & interest for your institute.

Thank you for your confidence in me.

Sincerely,

[Your Name]