[Company Name]  
[Address: city, state, zip etc.]  
[Contact or tagline]  
[Website/other]

Re. Reminder to the Contract Expiry with Reference to the Contract/Agreement No. 7809/C with MOLED-Call Project  
  
Dear Camille,

This letter serves as a reminder of the business contract which was signed between SIGMA Standards and Novel Silicon Group. The host of the contract which is Novel Silicon Group officially notifies you of the expiry date of the contract which is 12-02-20XX.

The contract which was signed to provide consultancy and IT services to your company on 12-12-20XX. The tenure of the contract was two months providing tentative extensions on the professional agreement fee. We have almost completed and accomplish the MOLED-Call Project which was signed in this contract. The deadline for the mentioned task was 31st January 20XX and I am elated to share that we are before the deadline and have completed 95% of the task.

We extend our reminder letter to a proposal for the renewal of the contract. If you wish to continue enjoying our services and looking forward to taking this mutual endeavor forward, we are up for new packages that be outlined for your company. We have accomplished the aforementioned project and need your approval for further work on this. If you will give a positive gesture, then our team will start working to outline new packages for you on the new policies and potential ideas.

Therefore, I request you to respond to this letter at your earliest convenience. Please find the list of possible packages outlined enclosed with this letter which is duly approved by our legal experts and the Federal Board of Revenue of the US.

Moreover, I would thank you for your continuous cooperation, assistance, and very professional collaboration which was ultimately signed to make this project up marked. For more, feel free to write to Managing Director at [email] or ring at +[X]. Thank you.

Regards

Samuel Wax  
The Manager  
Novel Silicon Group  
23/A-90 Street 09 Chicago, USA