[Company Name]  
[Address]  
[Contact/slogan]

To

[The Recipient]  
[Position]

Re. Presenting the Justification for the Contract Renewal as Operation Manager W.r.t. Employee Agreement Contract 20XX-20XX and Ad no. 32C901.

Dear Hazel,

I am Nicholas Forks from Washington, DC. I am penning down this letter to serve as a justification for the contract renewal on the advice of the HR Manager of the company. Hazel, I have been working here as an Operation Manager based on a contract from January 20XX to December 20XX. This contract was proposed by the board of directors and it secured contractual status because of the company’s internal problems, lack of funding, and some federal board restrictions.

I was a newbie to work as an Operation Manager which is why I was recruited as an Assistant Operation Manager based on the aforesaid contract. The contract can be referenced in the subject.

My contract came to an end on 28th December 20XX and consequently my job was gone. Now, I came to know through your website that the board of directors announced another two years’ contract for the operation manager. Hazel, I learned a lot during my tenure at EMMESS because of my dedication and limitless interest in the functioning of operational tasks. Now, I consider myself worthy of the job of operation manager. My report can indicate that I did a lot of improvements and my work was very well-acclaimed by all the big guns of the company.

Therefore, I request you to merge the new contract with mine and extend/renew my contract at the possibility of administrational force. I shall be very grateful to you if you please consider my request.

You can contact me via email at [email]. Please find the details of the previous contract and new contract ad enclosed. I am eagerly looking forward to your response. Thank you.

Regards

Joe Rex  
Stephen Eleventh Avenue, California, USA  
LL: +1-555-987-001