To

[The Recipient Name]  
[Address]

Dear Mr. [name]

I [name] [designation] from [company name] am writing to inform you that we have decided to renew our contract with you. Our building company firmly believes in delivering our best to the customers and for that, we need the best materials available in the market.

You have been our trusted supplier for the last [number] years and the quality of wooden doors and cupboards supplied by you, have always been excellent. Due to COVID, the country went under lockdown and building activity stopped almost completely which is why we did not renew our contract with you last year.

As the market picks up after this difficult period, building activity has increased manyfold as old projects are being completed at an increased pace and new ones are starting every day. The requirement for good building material is now even greater than before and since you have earned our trust through your first-rate service all these years so, for wooden doors and cupboards and all the woodwork in our buildings we cannot think of anyone else we would rather go to. Hence, we would like to renew our contract with you.

We are attaching the details of the contract with this letter. In case of any queries, please feel free to contact Mr. [name] from our [department name] at [phone number] or through email at [email address]. Looking forward to a mutually profitable working relationship in the future,

Yours sincerely,

[Your Name]  
[Business Address]