**To**

**[The Recipient Name]  
[Address]**

**Re. Request for Contract Renewal**

Dear [name],

In this letter, I request you to order for the renewal of my contract that is going to expire on [date]. I was recruited as a nurse in Pre-operation and Post-operation healthcare on [date] for [x] years. The contract is valid only till [date]. I want you to renew my contract before its expiry so that it does not impact my resume by showing a gap between my work.

The contract was signed on [date] and I joined as a nurse in your hospital on [date]. According to the contract details, my tenure of work is valid from [date] to [date]. Having no other vacant seat for a permanent employee, I request you to renew my contract. My work has always been satisfactory and has never been a cause of disappointment for the hospital. My competency as a nurse can be inquired from my immediate supervisor nurse [name].

Sir, I have no other job currently and I depend on this job to earn livelihood for myself and my mother. Having multiple financial crunches currently, I am in no position to leave this work and spend weeks or months finding another. Please, renew my contract owing to the details I have mentioned above. I shall be greatly thankful to you and consider this an act of your kindness. Please contact me to respond at your earliest convenience. Thank you.

Regards

[Your Name]  
[Address]