

Gideon Magaita,
P.O.BOX 705, Mabibo,
Dar es Salaam,
20/02/2024.

Executive Secretary,
LATRA Consumer Consultative Council,
P.O.BOX 14154, 7 Magogoni Street,
11479 Dar Es Salaam.

Dear sir/Madam,

REF: CONTRACT RENEWAL REQUEST

I hope this message finds you well. I am writing to request the renewal of my contract, which is set to expire on 29/02/2024.

I have enjoyed my time contributing to the success of LATRA CCC and am eager to continue my work with the team. I understand that budget constraints and organizational needs may influence contract renewals, and I am open to discussing any adjustments to my current terms and conditions. I am also willing to participate in any performance review or discuss any areas for improvement if necessary.

I appreciate your time and consideration of my request. I am more than happy to discuss this further in person or through a meeting at your convenience. Thank you for considering the renewal of my contract.

Thank you for the opportunity to be part of LATRA CCC.

Sincerely,

Gideon A. Magaita