

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Renewal of YYZ Service Agreement

We hope this letter finds you well. We are writing to discuss the upcoming renewal of our YYZ service agreement, which is set to expire on [Expiration Date].

As per our current agreement, we have valued our partnership and would like to continue providing our services to [Recipient's Company Name]. We believe that renewing our service agreement will allow us to further enhance our collaboration and support your ongoing needs.

Please find the proposed terms for the renewal below:

- **Effective Date**: [New Start Date]
- **Duration**: [Length of Agreement]
- **Service Fees**: [Updated Fees]
- **Any Additional Terms**: [Details]

We kindly request you review the proposed terms and let us know if you have any questions or need any modifications. If acceptable, please sign and return the enclosed renewal agreement by [Response Deadline].

Thank you for your continued trust in our services. We look forward to another successful term together.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Phone Number]

[Your Company Email Address]

[Enclosure: Renewal Agreement]