

[Your Name]
[Your Position]
[Your Company Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Position]
[Recipient Company Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Service Contract Renewal

I hope this message finds you well. As we approach the expiration date of our current service contract dated [original contract date], I would like to discuss the renewal of our agreement.

We have appreciated your services and support over the past [duration of the contract], which have contributed significantly to our operations. We aim to continue this successful partnership and would like to propose the renewal of our service contract under the following terms:

1. ****Renewal Period:**** [Proposed renewal period]
2. ****Terms and Conditions:**** [Briefly outline any changes in terms or conditions, if applicable]
3. ****Rate Adjustment:**** [Include any proposed changes in pricing if necessary]

Please review the proposed terms at your earliest convenience. I am available for a call or meeting to discuss further and answer any questions you may have.

Thank you for your continued partnership. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]