

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

[Client's Name]
[Client's Company]
[Client's Address]
[City, State, Zip Code]

Dear [Client's Name],

I hope this message finds you well. I am writing to formally propose the renewal of our freelance agreement for [specific services] with an expansion of the services offered. Over the course of our partnership, I have enjoyed collaborating with you and have seen significant progress in the projects we have undertaken together.

In this renewal, I am excited to offer the following expanded services:

1. [New Service 1]
2. [New Service 2]
3. [New Service 3]

These additional services will enhance our current scope of work and provide greater value to your projects. I am confident that with these enhancements, we can achieve even greater success.

Please find attached the updated terms and conditions for the renewed agreement. I look forward to your feedback and hope to continue our fruitful collaboration.

Thank you for considering this proposal. I am eager to further discuss this with you at your earliest convenience.

Best regards,
[Your Name]
[Your Title/Position]