

Service Contract Renewal Notice

Date: [Insert Date]

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to formally notify you that your current service contract with [Your Company Name] is approaching its expiration date on [Expiration Date].

We value our partnership and would like to discuss the renewal of your contract. Please find the details of the renewal proposal below:

- **Service Description:** [Description of Services]
- **New Contract Duration:** [Contract Length]
- **Proposed Start Date:** [Start Date]
- **Proposed Renewal Terms:** [Terms & Conditions]

To ensure uninterrupted service, we kindly request your feedback on the renewal proposal by [Response Deadline].

Thank you for your continued trust in us. We look forward to serving you for another term.

Best regards,

[Your Name]
[Your Position]
[Your Company Name]
[Your Phone Number]
[Your Email Address]