

Bid Proposal for Service Contract Renewal

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

[Recipient Name]
[Recipient Position]
[Recipient Company Name]
[Recipient Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

We are writing to propose our bid for the renewal of the service contract currently in effect between [Your Company Name] and [Recipient Company Name]. As we approach the end of our existing agreement on [Contract End Date], we would like to express our interest in continuing this partnership.

Over the past [Duration of Current Contract], we have demonstrated our commitment to providing high-quality services, including [Briefly Mention Key Services Provided]. We believe that our experience and dedication to excellence make us the ideal choice for this renewal.

For the upcoming term, we propose the following terms:

- Service Description: [Brief Description]
- Duration: [Proposed Duration]
- Fee Structure: [Proposed Fees]
- Additional Benefits: [Any Additional Benefits]

We are excited about the potential to continue working together and are happy to discuss any adjustments or additional services you might require to better suit your needs.

Thank you for considering our proposal. We look forward to the opportunity to collaborate further and are happy to meet at your earliest convenience to discuss this bid in detail.

Sincerely,

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