

Notice of Service Agreement Renewal

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

To: [Client's Name]

[Client's Company Name]

[Client's Company Address]

[City, State, Zip Code]

Dear [Client's Name],

We hope this message finds you well. We are writing to inform you that your current service agreement with [Your Company Name] is set to expire on [Expiration Date].

In accordance with the terms of our agreement, we would like to discuss the renewal of your service agreement, which will ensure the continuation of our services without interruption.

Please review the attached documentation outlining the new terms and conditions for the upcoming period. We kindly ask you to confirm your acceptance or provide any feedback by [Response Deadline Date].

Thank you for your continued trust in [Your Company Name]. We look forward to serving you for another term.

Best regards,

[Your Name]

[Your Job Title]

[Your Company Name]

[Contact Information]