

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Subject: Proposal for Service Contract Continuation

Dear [Recipient's Name],

I hope this message finds you well. I am writing to propose the continuation of our current service contract, which is set to expire on [insert expiration date]. Given the mutual benefits we have experienced during our partnership, I believe that extending our agreement would be advantageous for both parties.

Over the past [duration of the contract], we have successfully [mention key achievements or milestones]. I would like to discuss ways we can enhance our collaboration further and explore new opportunities for growth.

Please let me know a convenient time for us to discuss this proposal in detail. I am looking forward to your positive response.

Thank you for considering this continuation of our partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company]