

Service Contract Renewal Request

Date: [Insert Date]

[Your Name]
[Your Title]
[Your Company]
[Your Address]
[City, State, Zip]
[Email Address]
[Phone Number]

[Recipient Name]
[Recipient Title]
[Recipient Company]
[Recipient Address]
[City, State, Zip]

Dear [Recipient Name],

I hope this message finds you well. We are approaching the end of our current service contract dated [Contract Start Date], which will expire on [Contract Expiration Date]. As we have greatly benefited from our partnership, we would like to formally request the renewal of our service contract.

We appreciate the quality of service provided and would like to discuss any necessary adjustments to the terms of the contract for the upcoming period. Please let us know a convenient time for us to review the details and finalize the renewal.

Thank you for your continued support. We look forward to your prompt response.

Sincerely,

[Your Name]
[Your Title]
[Your Company]