

Service Partnership Renewal Application

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request the renewal of our service partnership agreement which is set to expire on [Expiration Date]. We value the partnership we have cultivated over the past [duration] and believe that our continued collaboration can yield mutual benefits.

We have consistently met our goals during this partnership and have experienced significant growth and success together. [Briefly mention any notable achievements or contributions].

We propose to renew our agreement with the same terms as outlined in the initial contract, or we can discuss modifications that may better serve our evolving needs. Please let us know a convenient time for you to discuss this further.

Thank you for considering our application for renewal. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]