

Telecom Contract Renewal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[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 telecom services contract, which is set to expire on [Insert Expiration Date]. We have been very satisfied with the services provided and would like to continue our partnership.

Please provide the details regarding the renewal terms, including any changes to pricing and services, at your earliest convenience. We would like to ensure a seamless continuation of our services without any interruptions.

Thank you for your prompt attention to this matter. I look forward to your response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]