

# Service Agreement Review

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Review of Service Agreement

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a review of the service agreement dated [Insert Agreement Date] between [Your Company Name] and [Recipient's Company Name].

As we approach the [renewal/termination/implementation] date of the agreement, I believe it is essential to reassess the terms and conditions to ensure they still align with our mutual goals and expectations.

Specifically, I would like to discuss the following points:

- Scope of Services
- Payment Terms
- Performance Metrics
- Confidentiality Clauses

Could we schedule a meeting at your earliest convenience to go over these items? Your input is invaluable to us as we continue our partnership.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]