

Letter of Consultancy Services Renewal Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To,

[Consultant's Name]

[Consultant's Company Name]

[Consultant's Company Address]

[City, State, Zip Code]

Dear [Consultant's Name],

We are writing to formally request the renewal of our consultancy services agreement that is set to expire on [Expiration Date]. We have greatly appreciated your support and guidance during our partnership and would like to continue benefiting from your expertise.

Given the progress and developments we have made, we believe that extending our collaboration would be mutually beneficial. We would like to discuss the terms of the renewal and any adjustments that may be necessary moving forward.

Please let us know your availability for a meeting at your earliest convenience. We look forward to continuing our successful partnership.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]