

# Business Telecom Agreement Renewal

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We hope this message finds you well. As we approach the end of our current telecom agreement, we would like to discuss the renewal of our contract to continue enjoying your services.

Our current agreement is set to expire on [Insert Expiration Date]. We have been extremely satisfied with the support and services provided by [Recipient Company Name] and would like to explore the terms for renewing the agreement.

Please let us know a suitable time for us to discuss this matter further or if you can provide us with the renewal terms via email.

Thank you for your attention to this matter. We look forward to your prompt reply.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]