

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the renewal options available for our telecom service agreement that recently expired on [Expiration Date]. We have been satisfied with your services and would like to explore the possibilities for renewing the agreement.

Could you please provide information regarding the following:

- Any new service packages or plans available for renewal.
- Pricing details and any discounts for long-term commitments.
- The process for renewing the agreement.
- Any additional services or features that could benefit our organization.

We would appreciate your prompt response as we wish to ensure uninterrupted service. Thank you for your assistance.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]