

# Hardware Maintenance Service Agreement Renewal

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Client's Name]

[Client's Company Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We hope this message finds you well. As we approach the expiration date of our current Hardware Maintenance Service Agreement on [Insert Expiration Date], we would like to take this opportunity to discuss the renewal of our agreement.

Our team has been dedicated to providing you with exceptional service and support for your hardware needs. We believe that continuing our partnership will ensure that your systems remain operational and efficient.

The terms of the renewed agreement will remain largely the same, with the following updates:

- New Agreement Period: [Insert New Period]
- Annual Service Fee: [Insert Fee]
- Scope of Services: [Brief Description of Services]

Please review the attached document outlining the full terms of the renewed agreement. We kindly ask that you respond to this letter by [Insert Response Deadline] so that we can proceed with the renewal process seamlessly.

Thank you for your continued trust in our services. We look forward to supporting your hardware needs for another term.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]