

# Consultancy Service Renewal Notification

Date: [Insert Date]

To: [Client's Name]

[Client's Address]

Dear [Client's Name],

We hope this message finds you well. We are writing to formally notify you that your consultancy services with us are due for renewal.

Your current agreement will expire on [Insert Expiration Date]. We greatly value our partnership and would like to discuss the continuation of our services.

Please review the attached renewal proposal and let us know if you have any questions or require further information. We look forward to your positive response.

Thank you for your continued trust in our services.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]