

Consulting Service Renewal

Date: [Insert Date]

[Your Name] [Your Title] [Your Company Name] [Your Address] [City, State, Zip Code]
[Email Address] [Phone Number]

[Client's Name] [Client's Title] [Client's Company Name] [Client's Address] [City, State, Zip Code]

Dear [Client's Name],

We are pleased to inform you that your current consulting services contract, originally dated [Original Contract Date], is set to expire on [Expiration Date]. We have appreciated the opportunity to work together and are eager to continue our partnership.

As we approach the end of this term, we would like to propose an extension of our consulting services for an additional [specify duration, e.g., six months, year]. During this period, we aim to [mention any goals, projects, or deliverables you plan to achieve].

To facilitate this renewal, we recommend the following terms:

- Contract Duration: [Specify Duration]
- Service Fee: [Specify Fee]
- Payment Terms: [Specify Payment Terms]

If you are agreeable to these terms, please sign and return the enclosed contract extension agreement by [Response Deadline]. Should you have any questions or require any modifications, feel free to reach out to me directly.

Thank you for your continued trust in our services. We look forward to furthering our collaboration.

Sincerely,

[Your Signature] [Your Printed Name] [Your Title] [Your Company Name]