

Service Contract Renewal Agreement

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to inform you that we are interested in renewing our service contract originally established on [Original Contract Start Date]. The terms of the renewal will cover the period from [Start Date of Renewed Contract] to [End Date of Renewed Contract].

Enclosed with this letter are the updated terms and conditions for your review. If the terms are agreeable, please sign and return the enclosed copy by [Return Date].

We appreciate the opportunity to continue our partnership and look forward to your response.

Sincerely,

[Your Name]

[Your Title]

[Your Company]