

Service Contract Renewal Follow-Up

Date: [Insert Date]

To: [Client's Name]

[Client's Address]

Dear [Client's Name],

I hope this message finds you well. I am writing to follow up on the renewal of our service contract that is set to expire on [Insert Expiration Date]. We value our partnership and would like to ensure that we continue to meet your needs effectively.

Please let us know if you have any questions or if there are specific items you would like to discuss regarding the renewal terms. We are happy to accommodate any requests or adjustments to better serve you.

Thank you for your attention to this matter. We look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]