

Service Contract Renewal Proposal

Date: [Insert Date]

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

To: [Recipient's Name] [Recipient's Company] [Recipient's Address] [City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. We are reaching out to discuss the upcoming renewal of our service contract, which is set to expire on [Insert Expiration Date]. We value the partnership we have developed and are eager to continue providing our services to [Recipient's Company].

As part of our proposal for the renewal, we would like to offer the following terms:

- Service Description: [Brief Description of Services]
- New Contract Duration: [Insert Duration]
- Pricing: [Insert Proposed Pricing]
- Any Additional Terms: [Insert any additional terms or conditions]

We believe that these terms will allow us to continue delivering exceptional service and support to your team. We are open to discussing any modifications you feel may be necessary to better meet your needs.

Thank you for considering our proposal. We look forward to your positive response.

Warm regards,

[Your Name] [Your Position] [Your Company]