

Service Contract Renewal Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the renewal of our service contract that is set to expire on [Expiration Date]. We have greatly appreciated the support and services provided by [Recipient's Company] over the past [duration of service].

As we look to continue our partnership, I would like to discuss the terms and conditions for the renewal. Our previous arrangement has proven beneficial, and I believe that further collaboration will yield even greater results.

Please let me know a convenient time for us to meet and discuss this in detail. I look forward to your prompt response.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Company]