

Service Contract Renewal Terms

Date: [Insert Date]

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

[Client Name]
[Client Company]
[Client Address]
[City, State, Zip Code]

Dear [Client Name],

We hope this message finds you well. As we approach the expiration of our current service contract dated [Insert Original Contract Date], we would like to discuss the terms for renewal.

Renewal Terms

1. **Contract Duration:** The new contract will be valid for [Insert Duration, e.g., one year].
2. **Services Provided:** [Briefly outline services that will be provided.]
3. **Payment Terms:** The total amount will be [Insert Amount], payable [Insert Payment Schedule].
4. **Modifications:** Any modifications to the scope of services must be agreed upon in writing.
5. **Termination:** Either party may terminate this agreement with [Insert Notice Period] notice.

We value our partnership and look forward to continuing our services to meet your needs. Please review these terms and let us know if you have any questions or would like to propose changes.

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

Sincerely,

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