

Service Contract Renewal Update

Date: [Insert Date]

Dear [Client's Name],

We would like to inform you that the service contract between [Your Company Name] and [Client's Company Name] is up for renewal on [Contract Expiration Date]. We value our partnership and are eager to continue providing you with our services.

The updated terms and conditions, including pricing and service offerings, can be found in the attached document. We encourage you to review them and let us know if you have any questions or require any adjustments.

Please confirm your interest in renewing the contract by [Response Deadline Date]. Your timely response will help us ensure uninterrupted service.

Thank you for your continued trust in [Your Company Name]. We look forward to supporting your needs in the future.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]