

Utility Services Contract Renewal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear [Utility Company Representative/Manager],

I hope this letter finds you well. I am writing to formally request the renewal of my utility services contract with [Utility Company Name], which is set to expire on [Contract Expiration Date].

We have been satisfied with the services provided, and I would like to continue our partnership without interruption. Please let me know if there are any changes to the terms or rates, and provide me with any necessary documentation to proceed with the renewal.

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

Sincerely,

[Your Name]