

Service Renewal Request

Date: [Insert Date]

To: [Service Provider's Name]

[Service Provider's Address]

Dear [Service Provider's Name],

I hope this message finds you well. I am writing to formally request the renewal of our service contract for [Service Name/Description] as we have completed the necessary payment as per our agreement.

Payment Details:

- Invoice Number: [Insert Invoice Number]
- Payment Date: [Insert Payment Date]
- Amount: [Insert Amount Paid]

We have been very satisfied with the services provided and are looking forward to continuing our partnership for another term. Please confirm the renewal of our service at your earliest convenience.

Thank you for your attention to this matter. Should you need any further information, please do not hesitate to contact me.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]