

# Contract Renewal Letter

Date: [Insert Date]

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

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

Dear [Client Contact Name],

We are writing to discuss the upcoming renewal of our contract for BPO services, originally executed on [Original Contract Date]. We have greatly valued our partnership and are eager to continue providing you with high-quality services.

As the expiration date approaches on [Contract Expiration Date], we would like to propose the following terms for renewal:

- Service Scope: [Describe the services to be continued]
- Contract Duration: [Specify new duration]
- Pricing: [Detail pricing terms]

We are open to discussing any adjustments that may better serve your needs and ensure a prosperous collaboration moving forward. Please let us know a convenient time for you to discuss this further.

Thank you for your continued trust in our services. We look forward to strengthening our partnership in the coming years.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Contact Information]