

# Renewal Proposal for Service Contract

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. As we approach the expiration of our current service contract, we would like to take this opportunity to propose a renewal for our continued partnership.

Over the past [insert duration], we have enjoyed working together and believe that our services have brought significant value to [Recipient's Company Name]. We are committed to maintaining and enhancing our collaboration to better serve your needs.

We propose to renew the service contract for an additional [insert duration], maintaining the same terms and conditions as our existing agreement. Additionally, we are pleased to offer [insert any new benefits or adjustments], aimed at further improving our service to you.

Attached to this letter, you will find a detailed outline of the proposed terms for the renewal. We believe that this renewal will continue to foster our strong relationship and support your business objectives.

We would be happy to discuss this proposal in more detail and answer any questions you may have. Please feel free to reach out to me at [insert phone number] or [insert email address].

Thank you for considering our proposal. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]