

Maintenance Agreement Renewal

Date: [Insert Date]

[Your Name]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Client's Name]

[Client's Company Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We hope this letter finds you well. As we approach the end of our current maintenance agreement dated [Insert Agreement Date], we would like to discuss the renewal of our maintenance services.

We value the partnership we have built with you and are committed to continuing to provide high-quality maintenance services to your organization. We propose the renewal of our agreement for another [Insert Duration] under the same terms and conditions, with a revised rate of [Insert Rate, if applicable].

Please review the details and feel free to reach out if you have any questions or need further clarification. We look forward to your positive response to continue our collaboration.

Thank you for your attention, and we appreciate your continued trust in our services.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]