

# Letter Template for Renewing Advertising Service Agreement

Date: [Insert Date]

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

[Recipient Name]  
[Recipient Position]  
[Recipient Company Name]  
[Recipient Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to discuss the renewal of our advertising service agreement, which is set to expire on [Insert Expiration Date]. We have been pleased with the collaboration and the results achieved through your services.

## Outline for Agreement Renewal

1. **Review of Past Performance**
  - Achievements and key metrics
  - Feedback and areas for improvement
2. **Renewal Terms and Conditions**
  - Duration of the new agreement
  - Revised pricing or fees
  - Scope of services to be provided
3. **Next Steps**
  - Proposed meeting date to discuss
  - Date for final decision

We look forward to continuing our partnership and are excited about the opportunities that lie ahead. Please let me know a convenient time for us to discuss this further.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]