

Agency-Client Service Agreement Renewal

Date: [Insert Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Dear [Client Name],

We hope this message finds you well. As we approach the end of our current service agreement dated [Insert Original Agreement Date], we would like to take this opportunity to discuss the renewal of our partnership.

Over the past [Insert Duration], we have enjoyed collaborating with you and are proud of the successful outcomes we have achieved together. We believe that continuing our relationship will bring even greater results moving forward.

We propose to renew our service agreement with the following terms:

- Duration: [Insert Duration of Renewal]
- Services Provided: [Insert Services Details]
- Fees: [Insert Fee Structure]

Please review these terms at your earliest convenience. If you agree, we can prepare the necessary documentation for signatures to ensure a smooth transition into the new term.

Thank you for your continued trust in our services. We look forward to your favorable reply.

Best regards,

[Your Name]

[Your Position]

[Agency Name]

[Agency Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]