

Service Renewal Proposal

Date: [Insert Date]

[Client Name]

[Client Address]

Dear [Client Name],

We hope this message finds you well. As we approach the expiration date of our current service agreement, we would like to propose a renewal of our services to ensure the continued success of your operations.

Scope of Services

We propose to continue providing the following services:

- [Service 1]
- [Service 2]
- [Service 3]

Renewal Terms

The proposed terms for the renewal are as follows:

- Duration: [Insert Duration]
- Monthly Fee: [Insert Fee]
- Payment Terms: [Insert Payment Terms]

We believe that this renewed agreement will greatly benefit your organization by [insert benefits].

Please feel free to reach out if you have any questions or would like to discuss this proposal further. We look forward to the opportunity to continue serving you.

Thank you for considering this renewal proposal.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]