

# Accounting Services Contract Renewal

Date: [Insert Date]

[Your Name]  
[Your Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Client's Name]  
[Client's Company Name]  
[Client's Address]  
[Client's City, State, Zip Code]

Dear [Client's Name],

We hope this message finds you well. We are writing to formally discuss the renewal of our accounting services contract, which is set to expire on [Insert Expiration Date].

As we approach the end of our current agreement, we would like to take this opportunity to express our appreciation for the partnership we've built over the past year. We value your trust in us and are committed to providing you with the highest quality of service.

We propose to renew our contract for another [Insert Duration] under the same terms and conditions, with the following adjustments: [List any adjustments, if applicable].

Please let us know if you have any questions or if there are specific areas you would like to discuss. We are open to making modifications that better suit your needs.

If you agree to the renewal, please sign and return a copy of this letter by [Insert Return Date] to ensure the continuity of our services.

Thank you for your continued partnership. We look forward to another successful year together.

Sincerely,

[Your Name]  
[Your Job Title]  
[Your Company Name]

Enclosure: Contract Renewal Agreement