

Date: [Insert Date]

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

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

Subject: Renewal of Agreement for Accounting Services

Dear [Client's Name],

We are pleased to inform you that the agreement for accounting services between [Your Company Name] and [Client's Company Name] is set to expire on [Insert Expiry Date]. We would like to propose the renewal of this agreement for an additional term of [Insert Duration].

We appreciate the trust you have placed in us and look forward to continuing our partnership. The terms and conditions of the renewed agreement will remain consistent with the original contract, with the following updates: [Insert any changes or updates if applicable].

Please let us know if you are agreeable to this renewal by signing the enclosed copy of this letter and returning it to us by [Insert Deadline]. If you have any questions or wish to discuss the agreement further, feel free to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your continued business. We look forward to serving you for another term.

Sincerely,

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

Enclosure: [Include any relevant enclosure details]