

Annual Renewal for Accounting Services

Date: [Insert Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We hope this message finds you well. We are writing to remind you that your annual renewal for our accounting services is approaching. As your trusted accounting partner, we are committed to providing you with the highest level of service and support.

Your current contract will expire on [Insert Expiration Date]. To ensure the seamless continuation of services, we would like to propose a renewal for another year. Attached to this letter, you will find the renewal agreement outlining our services and fees for the upcoming period.

Please review the terms and, if acceptable, sign and return the document to us by [Insert Deadline Date]. Should you have any questions or require modifications to the agreement, do not hesitate to reach out.

Thank you for your continued trust in our services. We look forward to another successful year together.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Phone Number]

[Your Email Address]