

Letter of Intent to Renew Accounting Services

Date: [Insert Date]

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

[Recipient Name]
[Recipient Position]
[Recipient Company]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to express our intent to renew our accounting services agreement with [Recipient Company]. Our partnership has been instrumental in helping us maintain our financial records accurately and efficiently.

As our current agreement is set to expire on [Expiration Date], we believe it is mutually beneficial to continue our collaboration for another term. We have experienced significant value from your expertise, and we look forward to further enhancing our financial strategies together.

We would appreciate the opportunity to discuss the details for the renewal, including any necessary adjustments to our current terms. Please let us know your availability for a meeting at your earliest convenience.

Thank you for your continued support. We look forward to hearing from you soon.

Sincerely,

[Your Name]
[Your Position]
[Your Company]