

Notice of Renewal for Accounting Services

Date: [Insert Date]

To: [Client's Name]

[Client's Address]

Dear [Client's Name],

We are writing to inform you that your current accounting services agreement with [Your Company Name] is set to expire on [Expiration Date]. We would like to take this opportunity to discuss the renewal of our services to ensure continued support for your accounting needs.

Our team is committed to providing you with the highest level of service, and we have made a few enhancements to our offerings that we believe will benefit your organization. We would be happy to discuss these changes with you.

Please let us know a convenient time for you to discuss the renewal and any other questions you may have. We look forward to continuing our partnership.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]