

Request for Renewal of Accounting Services

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Accounting Firm Name]

[Accounting Firm Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. As we approach the end of our current agreement for accounting services, I would like to formally request a renewal of our contract for another term.

We have greatly appreciated your expertise and support, and we find that your services have significantly contributed to our business's financial health. To ensure continuity and maintain our strong working relationship, we would like to proceed with the renewal process.

Please let me know if you require any further information from our side or if there are any adjustments to be discussed in the new agreement.

Thank you for your attention to this matter. I look forward to your prompt response.

Best regards,

[Your Name]

[Your Title]

[Your Company Name]