

# Subject: Invitation for IT Agreement Renegotiation

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. As we approach the expiration of our current IT service agreement dated [Insert Agreement Date], we would like to invite you to discuss the potential renegotiation of our contract.

In light of our ongoing collaboration and the evolving needs of our business, we believe that a meeting to review the terms and conditions would be beneficial for both parties.

We propose to meet on [Insert Proposed Date] at [Insert Proposed Time], either virtually or at your office, whichever you prefer. Please let us know if this time is convenient for you, or if another date would work better.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]