

Discussion on Continuation of IT Services

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Continuation of IT Services Agreement

Dear [Recipient's Name],

I hope this message finds you well. I would like to initiate a discussion regarding the continuation of IT services provided by [Your Company/Organization Name]. As our current agreement is approaching its end, it is important for us to review our collaboration and explore potential avenues for extending our partnership.

Over the past [duration], our collaboration has yielded significant results, including [mention any notable achievements or improvements]. We are eager to build on this foundation and continue delivering value to your organization.

I suggest scheduling a meeting to discuss the following points:

- Review of current services and their impact
- Addressing any challenges faced
- Potential enhancements to services offered
- Proposed terms for the continuation of services

Please let me know your availability for a meeting, or if you prefer, we can handle this discussion over email. I look forward to your response.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Your Contact Information]