

Renewal Request for Service Agreement

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. We are reaching out to formally request the renewal of our existing service agreement, which is set to expire on [Insert Expiration Date].

Over the past [Insert Duration], we have greatly benefited from our partnership and the services provided by your team. We would like to continue this successful collaboration and ensure uninterrupted service.

We kindly ask you to confirm the renewal terms at your earliest convenience. Should you need any additional information or wish to discuss any details, please do not hesitate to reach out.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]