

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

## **Subject: Request for Service Agreement Renewal**

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the renewal of our existing service agreement between [Your Company] and [Recipient's Company] which is set to expire on [Expiration Date].

Over the past [duration of service], we have greatly appreciated the collaboration and the services provided. We believe that continuing our partnership will be beneficial for both parties.

To ensure a seamless transition and uninterrupted service, we would like to initiate the renewal process at your earliest convenience. Please let us know if you require any additional information or documentation from our side to facilitate this process.

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

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]