

Consultancy Service Renewal

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company]
[Your Address]
[City, State, Zip Code]

[Client's Name]
[Client's Position]
[Client's Company]
[Client's Address]
[City, State, Zip Code]

Dear [Client's Name],

We hope this message finds you well. We are writing to discuss the renewal of our consultancy services agreement, which is due to expire on [Insert Expiration Date]. We have greatly valued our partnership over the past [Insert Duration] and are eager to continue supporting your goals.

Please find attached the proposed terms for the renewal, including any modifications to our services and fees. We believe these adjustments reflect the evolving needs of your organization.

We would appreciate the opportunity to review this proposal with you at your earliest convenience. Please let us know a suitable time for a discussion or feel free to reach out with any questions you may have.

Thank you for your continued trust in our services. We look forward to the possibility of working together again.

Warm regards,

[Your Name]
[Your Position]
[Your Company]
[Your Phone Number]
[Your Email Address]