

Service Agreement 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 are pleased to inform you that we would like to renew our service agreement with [Client's Company]. The previous agreement dated [Insert Previous Agreement Date] is set to expire on [Insert Expiration Date].

The renewed agreement will continue to cover [briefly describe the services], and it will be effective from [Insert Start Date] to [Insert End Date].

We believe that our partnership has been mutually beneficial, and we look forward to continuing our collaboration. Please let us know if there are any changes or additions you would like to discuss before finalizing the renewal.

Thank you for your continued trust in our services.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]