

# Service Renewal Confirmation Request

Date: [Insert Date]

[Your Name]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient Name]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to confirm the renewal of our service agreement for [Service Description] which is due to expire on [Expiration Date].

We have appreciated the quality of service your team has provided and wish to continue our partnership. Please confirm the renewal details and let us know if there are any changes to the terms or the pricing.

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

Best regards,

[Your Name]

[Your Job Title]

[Your Company Name]