

Service Agreement Renewal Notification

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We hope this message finds you well. We are reaching out to inform you that the current service agreement between [Your Company Name] and [Recipient's Company Name] is set to expire on [Expiration Date]. We value your partnership and would like to discuss the renewal of our service agreement.

We propose to renew the agreement under the same terms and conditions, with an adjustment in pricing as per our discussion on [Previous Discussion Date]. Attached, you will find the revised proposal for your review.

Please confirm your acceptance of the renewal or let us know if you would like to discuss any specific changes. We aim to ensure that our services continue to meet your needs effectively.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]