

# Energy Supply Agreement Renewal Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request the renewal of our existing Energy Supply Agreement, which is due to expire on [Insert Expiration Date]. We have been pleased with the service provided by [Company Name] and would like to continue our partnership.

As we plan for our future energy needs, we kindly ask that you send us the necessary documentation and terms for renewing our agreement at your earliest convenience. We are particularly interested in understanding any changes in pricing or terms that may apply.

Thank you for your attention to this matter. We look forward to your prompt response and to continuing our successful collaboration.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company Name]