

# Boiler Maintenance Contract Renewal

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to remind you that your current boiler maintenance contract is set to expire on [Insert Expiration Date]. We value your partnership and would like to discuss the renewal of your contract.

As part of our commitment to keeping your boiler system running efficiently and safely, we recommend renewing your maintenance contract. This will ensure continued support and timely services, including regular inspections, servicing, and priority emergency support.

Enclosed with this letter, you will find the contract renewal terms for your review. Should you have any questions or if you would like to discuss any adjustments to the contract, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your continued trust in our services. We look forward to serving you for another year.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Contact Information]