

# Service Contract Renewal

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to inform you that your current service contract with us is set to expire on [Expiration Date]. We value our partnership and would like to propose a renewal of the contract for another term.

The details of the proposed renewal are as follows:

- **Service Provided:** [Description of Services]
- **Contract Duration:** [Proposed Duration]
- **Renewal Terms:** [Specify any changes to terms, if applicable]

Please review this proposal and let us know if you have any questions or require further details. We hope to continue our successful collaboration.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]