

Dear [Client's Name],

We hope this message finds you well. We are writing to notify you that your current service contract with [Your Company Name] is set to expire on [Expiration Date].

We would like to take this opportunity to discuss the renewal of our contract. We value your partnership and are committed to providing you with high-quality services that meet your needs.

Please let us know a convenient time for you to discuss this further. If you have any questions or require any adjustments to the terms, do not hesitate to reach out.

Thank you for your attention to this matter. We look forward to continuing our successful partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Phone Number]

[Your Email Address]