

Client Engagement Contract Renewal

Date: [Insert Date]

To: [Client Name]

[Client Address]

Dear [Client Name],

We hope this message finds you well. As we approach the expiration of our current engagement contract dated [Insert Date of Original Contract], we would like to discuss the renewal of our partnership.

We value the relationship we have built and would like to continue providing you with our services. To that end, we propose the following terms for the renewal:

- Duration: [Insert Duration of Renewal]
- Scope of Services: [Insert Scope]
- Fees: [Insert Fees]

Please let us know if you have any changes or suggestions regarding the proposed terms. We are happy to meet at your convenience to discuss this further.

Thank you for your continued trust in us. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]