

Client Terms Renewal Consultation

Date: [Insert Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We hope this message finds you well. As we approach the end of our current agreement, we would like to schedule a consultation to discuss the renewal of our terms. Our goal is to ensure that the upcoming contract reflects our mutual interests and continues to support your objectives.

Please let us know your availability for the following dates and times:

- [Date & Time Option 1]
- [Date & Time Option 2]
- [Date & Time Option 3]

We value your partnership and look forward to discussing how we can continue to work together effectively.

Thank you for your attention to this matter. We await your response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]