

Service Continuation Offer

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We hope this letter finds you well. We appreciate your continued trust in [Your Company Name] for your [specific service] needs. We are reaching out to formally extend an offer for the continuation of our services.

As you know, our goal is to provide you with exceptional service and support. We would like to offer you our continued services under the following terms:

- Service Duration: [Specify Duration]
- Service Level Agreement: [Outline Key Points]
- Fees: [Specify Fees]

Please review the terms outlined above. If you agree with the proposed continuation of services, kindly acknowledge by signing and returning the enclosed acceptance form by [Insert Deadline].

We are excited to continue our partnership and look forward to supporting your needs in the future. Should you have any questions or require further information, please do not hesitate to reach out to us.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]

Enclosure: Acceptance Form