

# Service Renewal Agreement Offer

Date: [Insert Date]

[Recipient Name]

[Recipient Address]

[City, State, ZIP Code]

Dear [Recipient Name],

We are pleased to present you with our Service Renewal Agreement Offer for the continuation of services provided to [Client/Company Name]. As we approach the expiration of our current agreement on [Current Agreement Expiration Date], we would like to discuss the renewal possibilities.

The proposed terms for the renewal are as follows:

- **Service Description:** [Describe Services]
- **Renewal Period:** [Start Date] to [End Date]
- **Renewal Fee:** \$[Amount]

We believe that continuing our partnership will provide significant value to your organization and ensure uninterrupted service delivery. Should you accept this offer, please sign and return the enclosed copy of this letter by [Response Deadline].

Thank you for considering this renewal opportunity. We look forward to the possibility of continuing our valuable partnership.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Phone Number]

[Email Address]

Enclosure: Service Renewal Agreement