

# Notice of Service Partnership Renewal

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to notify you about the upcoming renewal of our service partnership. As our current partnership agreement is set to expire on [Expiration Date], we would like to discuss the renewal terms to ensure uninterrupted service.

We greatly value our partnership and are committed to providing the best service possible. Therefore, we would appreciate the opportunity to review the details of the renewal terms at your earliest convenience.

Please feel free to reach out to us at [Your Contact Information] to schedule a meeting or if you have any questions or concerns.

Thank you for your continued trust in our partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]