

Date: [Insert Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Dear [Client Name],

We hope this message finds you well. As we approach the end of our current retainer agreement, we would like to take the opportunity to discuss the renewal of our partnership.

Our retainer agreement, which commenced on [Start Date], is set to expire on [Expiration Date]. We have appreciated the opportunity to work with you and are eager to continue providing our services. We remain committed to delivering the highest level of support and expertise.

The terms of the renewal will remain the same unless otherwise discussed. If there are any changes or specific needs you would like to address, please let us know, and we would be happy to accommodate them.

To confirm the renewal, kindly sign and return the attached document by [Due Date]. Should you have any questions or require further clarification, please feel free to reach out.

Thank you for your continued trust in us. We look forward to the prospect of continuing our collaboration.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]