

Letter of Renewal Terms Clarification

Date: [Insert Date]

[Your Name] [Your Address] [City, State, Zip Code] [Email Address] [Phone Number]

[Recipient's Name] [Recipient's Title] [Company's Name] [Company's Address] [City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to seek clarification on the renewal terms of our current agreement, which is set to expire on [Insert Expiration Date].

Specifically, I would like to address the following points:

- Duration of the renewal period
- Any changes in pricing or fees
- Conditions for termination or modification

Understanding these terms will help us in planning our next steps effectively. I would appreciate it if you could provide this information at your earliest convenience.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Job Title] [Your Company Name]