

Renewal Offer for Service Agreement

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We hope this letter finds you well. We are reaching out to discuss the upcoming expiration of our current service agreement dated [Insert Original Agreement Date], which is set to expire on [Insert Expiration Date].

We would like to extend an offer to renew the service agreement for an additional term, starting on [Insert Start Date] and ending on [Insert End Date]. The renewal will include the same terms and conditions as your current agreement with the following updates:

- Updated Service Rates: [Insert New Rates, if applicable]
- Increased Service Coverage: [Insert Details]
- [Additional Terms/Conditions]

Please review the attached renewal agreement and feel free to reach out with any questions or modifications you may wish to discuss. If you agree to the terms, kindly sign and return the document by [Insert Deadline].

Thank you for your continued partnership. We look forward to serving you further.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]