

Service Contract Renewal Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the renewal of our service contract, which is set to expire on [Insert Expiration Date]. We have been very satisfied with the services provided and would like to discuss the options for continuing our agreement.

Could you please provide information regarding any changes to the terms, pricing, or services included in the renewal? We would appreciate your guidance on the next steps to facilitate a smooth renewal process.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]