

Contract Renewal Notice

Date: [Insert Date]

To:

[Client's Name]

[Client's Address]

Subject: Business Center Contract Renewal

Dear [Client's Name],

We are pleased to notify you that your current contract for the use of our business center is set to expire on [Insert Expiration Date]. We appreciate your continued trust in our services and would like to offer you the opportunity to renew your contract.

Enclosed are the details of the renewal terms:

- Duration: [Insert Duration]
- Monthly Fee: [Insert Amount]
- Start Date: [Insert Start Date]

Please review the terms and let us know if you would like to proceed with the renewal. If you have any questions or require adjustments, do not hesitate to reach out.

We look forward to continuing our partnership.

Best regards,

[Your Name]

[Your Title]

[Business Center Name]

[Contact Information]