

[Company Name]
[Address]
[City, State, Zip Code]
[Phone Number]
[Date]

[Client Name]
[Client Address]
[City, State, Zip Code]

Subject: Renewal Offer for Post-Maintenance Inspection Services

Dear [Client Name],

Following our recent maintenance service on your [Equipment/System Name] on [Date], we hope everything is operating to your satisfaction. To ensure the continued safety, efficiency, and longevity of your equipment, we are pleased to offer you a renewal of our Post-Maintenance Inspection plan.

Your current inspection coverage is scheduled to expire on [Expiry Date]. By renewing now, you will receive:

- Regular safety and performance assessments.
- Priority scheduling for future service calls.
- A [Percentage]% discount on replacement parts.
- Detailed inspection reports for your records.

Renewal Package Details:

Plan Duration: [Number of Months/Years]
Renewal Fee: [Amount]
Offer Expiration Date: [Date]

To accept this offer and ensure uninterrupted coverage, please sign and return the enclosed form or contact us directly at [Phone Number] or [Email Address].

Thank you for choosing [Company Name]. We look forward to continuing our partnership in maintaining your equipment.

Sincerely,

[Sender Name]
[Title]
[Company Name]