

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

[Date]

[Vendor Contact Name]
[Vendor Company Name]
[Vendor Address]
[City, State, Zip Code]

RE: Notice of Intent to Renew Commercial Elevator Service Contract

Dear [Vendor Contact Name],

This letter serves as formal notification that [Your Company Name] wishes to renew the existing elevator maintenance and service contract for the property located at [Property Address].

The current agreement, identified as Contract #[Contract Number], is scheduled to expire on [Current Expiration Date]. We would like to extend this agreement for an additional period of [Number] year(s), effective [Start Date of Renewal].

We request that the terms and pricing remain consistent with our previous agreement. If there are any proposed adjustments to the scope of work or service rates, please provide a written proposal for our review by [Date].

Please send the renewal endorsement or the updated contract document to my attention at [Email Address] for signature. We look forward to continuing our professional relationship and ensuring the continued safety and reliability of our building's elevators.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Job Title]