

[Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Subject: Renewal of Pool Maintenance Services Contract

Dear [Contact Name],

This letter serves as formal notification that [Homeowners Association/Community Name] wishes to renew our contract with [Vendor Name] for pool maintenance and cleaning services at [Pool Location/Address].

Our current agreement is set to expire on [Current Expiration Date]. We would like to extend this partnership for a period of [Duration, e.g., one year], beginning [Start Date] and ending [End Date].

We propose that the renewal be based on the following terms:

- Scope of Work: As per the original agreement dated [Original Contract Date].
- Service Frequency: [e.g., 3 times per week].
- Contract Price: \$[Amount] per [Month/Year].

Please review these terms. If they are acceptable, please sign and return the enclosed renewal addendum by [Date]. If there are any proposed changes to your pricing or service terms for the upcoming period, please notify us in writing immediately.

We look forward to continuing our professional relationship to ensure our community pool remains in excellent condition.

Sincerely,

[Your Name/Signature]

[Your Title/Board Position]

[Community Name]