

[Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

RE: Notice of Intent to Renew HVAC Service Contract

Dear [Contact Person Name],

Our records indicate that the current HVAC servicing agreement for [Property Name/Address] is scheduled to expire on [Current Expiration Date].

We are pleased with the services provided by [Vendor Name] and would like to formally request a renewal of our contract for an additional period of [Number] year(s), beginning on [Start Date].

Please review the following terms for the renewal period:

- **Service Scope:** [Standard maintenance/Full service as per original agreement]
- **Agreed Rate:** [Current rate / Updated rate of \$Amount]
- **Frequency:** [Quarterly/Bi-annual inspections]

Please find the attached renewal addendum. If the terms are acceptable, please sign and return a copy to our office by [Deadline Date].

If there are any proposed changes to your pricing or service terms, please contact [Name] at [Phone/Email] as soon as possible to discuss.

We look forward to continuing our professional relationship.

Sincerely,

[Your Name]

[Your Title]

[Company Name]