

[Your Name/Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Date]

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

**Subject: Renewal of Janitorial and Cleaning Services Contract**

Dear [Vendor Contact Name],

This letter is to formally notify you that [Your Company Name] would like to renew our contract for janitorial and cleaning services. Our current agreement is scheduled to expire on [Current Expiration Date].

We are satisfied with the services provided over the past term and wish to extend the contract for an additional period of [Number] year(s), beginning on [Start Date] and ending on [End Date].

We understand that the terms and conditions will remain the same as the original agreement dated [Original Contract Date], including the current pricing of [Amount] per [Month/Year].

Please review this renewal request. If you agree to the extension, please sign and return a copy of this letter or provide your updated service agreement by [Due Date].

We look forward to continuing our professional relationship.

Sincerely,

[Your Signature]

[Your Printed Name]  
[Your Title]