

[Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Subject: Renewal of Landscaping Services Contract

Dear [Contact Person Name],

Our current contract for landscaping services at [Property Name/Address] is scheduled to expire on [Current Expiration Date].

We are pleased with the services provided by [Vendor Name] over the past year and would like to formally renew our agreement for another [Number] year(s). The renewed term will begin on [Start Date] and end on [End Date].

The terms and conditions of the original contract dated [Original Start Date] shall remain in full force and effect, including the agreed-upon pricing of [Amount] per [Month/Year].

Please review this renewal letter. If you agree to the terms, please sign below and return a copy to our office by [Deadline Date].

We look forward to continuing our professional relationship.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

Vendor Acceptance:

Signature: _____

Name: _____

Date: _____