

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

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

**RE: Notice of Contract Renewal - [Property Name/Address]**

Dear [Vendor Contact Person],

We are writing to formally notify you that [Company Name] wishes to renew our property maintenance contract with [Vendor Name] for the upcoming term beginning [Start Date] and ending [End Date].

We have been satisfied with the quality of service provided over the past year. This renewal shall be subject to the same terms and conditions as set forth in our original agreement dated [Original Contract Date], with the following updates:

- **Service Rate:** [Specify if rate remains the same or state new agreed rate]
- **Scope of Work:** [Specify any additions or removals from previous scope]

Please review the attached updated contract. If the terms are acceptable, please sign and return a copy to our office by [Deadline Date].

We look forward to continuing our professional relationship. If you have any questions, please contact me directly at [Phone Number] or [Email Address].

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Job Title]