

[Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

RE: Notice of Contract Renewal

Dear [Contact Person Name],

This letter serves as formal notification that [Residential Association/Property Management Name] wishes to renew the security services contract with [Vendor Name] for the property located at [Property Address].

The current agreement, dated [Original Start Date], is set to expire on [Expiration Date]. We would like to extend this contract for an additional period of [Duration, e.g., one year], commencing on [Renewal Start Date].

We propose that the renewal be subject to the following terms:

- The scope of work shall remain as defined in the original agreement.
- The service rate shall be [Agreed Rate/Price] for the duration of the renewal term.
- All other terms and conditions of the existing contract shall remain in full force and effect.

Please review this proposal and signify your acceptance by signing below and returning a copy to our office by [Deadline Date].

We look forward to continuing our professional relationship to ensure the safety and security of our residents.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Organization Name]

Acknowledgment of Renewal:

Accepted by: _____

Date: _____

Title: _____