

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

[Vendor Contact Name]
[Elevator Service Company Name]
[Vendor Address]
[City, State, Zip Code]

RE: Contract Renegotiation for Elevator Maintenance - Account #[Account Number]

Dear [Vendor Contact Name],

I am writing to you regarding the current elevator maintenance agreement between [Your Company Name] and [Vendor Company Name], which is scheduled for renewal on [Current Contract End Date].

We value the service history we have with your team; however, we are currently reviewing our operational expenses and the performance metrics of our existing contract. At this time, we would like to formally request a renegotiation of the contract terms before proceeding with a renewal.

Specifically, we would like to discuss the following points:

- **Pricing Structure:** A review of the annual service fees to align with current market rates.
- **Service Level Agreements (SLAs):** Adjustments to guaranteed response times for emergency calls and routine repairs.
- **Parts and Labor:** Clarification or expansion of the list of covered components and labor hours.
- **Contract Duration:** Options for a multi-year discount or more flexible termination clauses.

Please let us know your availability during the week of [Date] to discuss a revised proposal. We are interested in continuing our partnership provided we can reach a more competitive and mutually beneficial agreement.

Thank you for your prompt attention to this matter. We look forward to hearing from you.

Sincerely,

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