

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Service Provider Name]
[Contact Person's Name]
[Service Provider Address]
[City, State, Zip Code]

RE: Renegotiation of HVAC Maintenance Contract #[Contract Number]

Dear [Contact Person's Name],

I am writing to you regarding our current HVAC maintenance agreement for the property located at [Property Address], which is scheduled for renewal on [Renewal Date].

While we have appreciated the service provided by [Service Provider Name] over the past [Number] years, we are currently reviewing our operational costs and service requirements. In light of this, we would like to formally request a renegotiation of the terms of our existing contract.

Specifically, we would like to discuss the following areas:

- **Pricing and Fees:** We are looking for a reduction in the annual service fee to align with current market rates.
- **Scope of Service:** We would like to adjust the frequency of [specific service, e.g., filter changes/inspections] to better suit our building's usage.
- **Response Times:** We are interested in guaranteed emergency response times within [Number] hours.
- **Contract Duration:** We would like to explore options for a multi-year agreement in exchange for a fixed rate discount.

Our goal is to continue our partnership with your company while ensuring that the agreement remains competitive and sustainable for our budget. We would like to schedule a brief meeting or phone call during the week of [Date] to discuss these points in further detail.

Please let us know your availability. We look forward to reaching a mutually beneficial agreement.

Sincerely,

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