

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

[Recipient Name]
[Service Provider Company Name]
[Address]
[City, State, Zip Code]

Subject: Notice of Intent to Renew and Renegotiate Janitorial Services Agreement

Dear [Recipient Name],

Our current Janitorial Services Agreement, dated [Original Start Date], is scheduled to expire on [Expiration Date]. We value the partnership we have built with [Service Provider Company Name] and would like to express our interest in renewing our contract for an additional term of [Number] year(s).

However, prior to formalizing the renewal, we would like to request a meeting to renegotiate certain terms of the agreement. Specifically, we wish to discuss the following:

- **Service Scope:** Adjustments to the frequency and areas of cleaning based on our current facility usage.
- **Pricing:** A review of the current rate structure to ensure alignment with our current budget and market rates.
- **Performance Standards:** Updates to the Key Performance Indicators (KPIs) and reporting requirements.

We are available to meet on [Date] at [Time] via [Phone/Video Call/In-Person] to discuss these updates. Please let us know if this time works for you, or propose an alternative schedule.

We look forward to continuing our professional relationship and reaching a mutually beneficial agreement.

Sincerely,

[Your Signature]

[Your Printed Name]