

Company LOGO HERE

Ms. Holly Goodnight January 14th, 2016

Universal Exports

12345 Corporate Square

Anytown, Missouri 22222

*RE: RENEWAL OF LANDSCAPE MANAGEMENT AGREEMENT*

Dear Holly,

I hope this letter finds you in good spirits and as anxious for spring as we are at \_\_\_\_\_\_\_\_. I would like to say “***THANK YOU”*** for utilizing our Landscape Management Service during the past year, and look forward to ***continue earning the right to be a resource to you.***

\_\_\_\_\_\_\_\_\_\_ would like to renew our service agreement at the XYZ CORP Facilities

for the period of March 1st, 20\*\* through November 31st, 20\*\* at $000.00 per month $0,000.00 per year. Your 20\*\* pricing will be the same as it was in 20\*\*.

We can also offer the option of a 3-year agreement. ***This pricing will stay in force through the life (3 years) of the agreement.***

We welcome the opportunity to continue to be of service and of ***earning the right to be a resource for you***. We feel confident that, given the opportunity, we will meet all your expecta­tions and ***we are excited about growing a relationship with you.***

If you have any questions regarding the following proposal, please ***do not hesitate to call me.*** Thank you for your consideration of our proposal.

 Sincerely.

Bob Smith

*Managing Partner / Operations*

 Company LOGO HERE

Ms. Holly Goodnight January 14th, 2016

Universal Exports

12345 Corporate Square

Anytown, Missouri 22222

*RE: RENEWAL OF LANDSCAPE MANAGEMENT AGREEMENT*

Dear Holly,

I hope this letter finds you in good spirits and as anxious for spring as we are at \_\_\_\_\_\_\_\_\_\_ I would like to say “***THANK YOU”*** for engaging our Landscape Management Service during the past **5** years, and look forward to ***continue earning the right to be a resource to you.***

\_\_\_\_\_\_\_\_\_\_ would like to renew our service agreement at the XYZ CORP Facilities

for the period of March 1st, 20\*\* through November 31st, 20\*\* at $000.00 per month $0,000.00 per year. Your 20\*\* pricing will reflect an increase of 2% over the previous period. This is the first price increase that we have put in place during our past 5 years f service to your facility and reflects rising costs in labor, fuel, and fertilizer.

We can also offer the option of a 3-year agreement. ***This pricing will stay in force through the life (3 years) of the agreement.***

We welcome the opportunity to continue to be of service and of ***earning the right to be a resource for you***. We feel confident that, given the opportunity, we will meet all your expecta­tions and ***we are excited about growing a relationship with you.***

If you have any questions regarding the following proposal, please ***do not hesitate to call me.*** Thank you for your consideration of our proposal.

 Sincerely.

Bob Smith

*Managing Partner / Operations*