

Sample Renewal Letter

Date

RE: \_\_\_\_\_\_\_\_\_\_\_ Landscape Maintenance Agreement

Dear Gentlemen,

We are currently providing the landscape maintenance services for \_\_\_\_\_\_\_\_\_. We have provided these services as part of our agreement \_\_\_\_\_\_\_\_\_\_ (Refer to either the PO or contract agreement date etc) since \_\_\_\_\_\_\_\_( Date)

We have focused our efforts over the past year to bring the landscape up to an acceptable maintenance standard and have made some significant progress and currently have the project at an acceptable horticultural standard. We have had an outside third party nationally recognized horticulturist to help us to assure that the project is continuing to make progress towards this end. He is very much aware of what the acceptable standards are for \_\_\_\_\_\_\_. We have engaged our horticulturist to review all of our projects here in \_\_\_\_\_\_\_\_ on a quarterly basis where he provides us with a horticultural review and an objective scoring process. This process assures us that we are performing at nationally recognized horticultural standards. Over the past year he has raised his score on this project from an original level of 65 or unacceptable when we first took over to a most recent score of 80 which is considered an acceptable level of performance under his scoring system. With continued focus on some areas we intend to continue to raise this level. Our next review is scheduled for November.

As a result of our most recent review of our landscape maintenance program for Home Depot we are submitting the following recommendations and proposal to continue to provide our services.

**Trees:**

We have submitted proposals for the pruning of the trees on site and have not received approval. As a result, this has highly impacted our maintenance costs as one particular species of tree, \_\_\_\_\_\_\_\_\_\_, will have many branches continuing to drop and require regular lifting/ pruning resulting in a significant amount of time to remedy on a continual basis. We have been providing this added frequency but can no longer afford this service under the current agreement.

As a result, we will need to adjust our pricing accordingly.

Perform limb skirting of all parking lot trees and dispose of debris on a quarterly basis.

Total added monthly cost $ \_\_\_\_\_\_\_\_\_\_\_\_\_

**Parking Lot Cleaning**

Our agreement provides for us cleaning the debris that is generated from our services. There is no current parking lot cleaning services conducted by \_\_\_\_\_\_\_\_\_. As a result there a tremendous amount of natural leaf and flower debris generated that needs to be removed on a weekly basis at the MINIMUM. While we have been providing a reasonable solution to this issue this too has become a cost that is no longer acceptable for us.

As a result, we will need to adjust our price accordingly.

Perform weekly parking lot cleaning and removal of all trash, debris, leaves and flowers.

Added monthly cost $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

In order for us to continue to provide our services and to provide the added minimal services required we have listed here we will need to bring the monthly price to $\_\_\_\_\_\_\_\_ affective October 1, 2014.

Please rest assured If you choose us for providing our services we will continue to bring this project to an even higher level of horticultural standard.

Should you not wish to add these minimum level of services required of this project we will no longer be able to continue with our services and will turn over the project to your selected service provider affective October 1, 2014.

We do appreciate the opportunity you have provided us to help this project reach a higher level of horticultural standards.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_