AMC RENEWAL LETTER

From (shop) _____ **Date** _____

Address _____ **Phone** _____

To (customer) _____ **Ref: AMC no.** _____

Site address _____

Subject: Renewal of your CCTV AMC

Dear Sir / Madam, the annual maintenance contract (AMC) no. ____ for the CCTV system at ____ ends on ____.

We will be glad to continue the service. The renewal details are:

Detail	Renewal
Period (from – to)	
AMC type (comprehensive / non-comprehensive)	
Equipment covered	
Preventive visits included	
AMC charge ₹	
GST 18% ₹	
Total ₹	

To renew, please confirm by ____ by signing this letter or replying on WhatsApp, and pay by UPI ____ / cheque / cash.

If the AMC is not renewed, service calls after ____ are charged per visit on a normal service bill.

Thank you for your trust.

_____ _____

Accepted by customer (name, sign, date) **For the shop (sign, stamp)**

Free format from tapandbill.in · Tap & Bill makes quotations and GST bills on your phone or computer and sends them on WhatsApp