

Subject: Reminder: Your [Software Name] subscription is up for renewal

Dear [Customer Name],

We hope you are enjoying your experience with [Software Name].

This is a friendly reminder that your current subscription is scheduled for renewal on [Renewal Date]. To ensure uninterrupted access to your services and data, please take a moment to review your account and payment details.

**Account Summary:**

Service: [Software Name/Plan Name]

Renewal Date: [Date]

Amount Due: [Amount]

You can manage your renewal and update your payment information by logging into your portal here: [Link to Billing Portal]

If you have already processed your payment, please disregard this message. If you have any questions or need assistance, our support team is happy to help.

Thank you for being a valued customer.

Best regards,

[Your Name/Company Name]

[Contact Information]