

[Date]

[Candidate Name]

[Address Line 1]

[City, State, Zip Code]

Subject: Renewal of Candidate Network Registration

Dear [Candidate Name],

Our records indicate that your current registration with the [Company/Network Name] Candidate Network is due to expire on [Expiry Date].

To ensure you continue to receive job alerts, career resources, and remain visible to our recruitment team, we invite you to renew your registration for another [Number] months.

To renew your profile, please click the link below and confirm your contact details are up to date:

[Renew My Registration Here](#)

If you choose not to renew, your profile will be deactivated on [Expiry Date] in accordance with our data retention policy. You are welcome to re-register at any time in the future should your circumstances change.

Thank you for being a part of our professional network.

Best regards,

[Your Name/Department Name]

[Company Name]