

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Notice of Inactive Registration Renewal

Dear [Candidate Name],

Our records indicate that your registration for the [Program/Organization Name] is currently in **Inactive Status**. To maintain your standing and ensure your information remains in our database for future opportunities, a renewal of your registration is required.

To reactivate or maintain your inactive status, please complete the following steps by [Deadline Date]:

- Log in to your portal at [Website URL].
- Review and update your contact information and professional profile.
- Submit the renewal fee of [Amount] (if applicable).
- Confirm your intent to remain on the inactive registry.

Please note that if we do not receive your renewal by the deadline, your profile will be permanently removed from our system, and you may be required to re-apply should you wish to participate in the future.

If you wish to return to **Active Status** immediately, please contact [Department Name] at [Phone Number] or [Email Address] for the necessary requirements.

Thank you for your continued interest.

Sincerely,

[Your Name/Signature]

[Title]

[Organization Name]