

[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Client Name]
[Client Company Name]
[Client Address]
[City, State, Zip Code]

Subject: NOTICE: Contract Renewal Pending Authorization - [Contract Number/Project Name]

Dear [Client Contact Name],

This letter serves as a formal reminder regarding the upcoming expiration of your contract for [Service/Product Name], which is scheduled to conclude on [Expiration Date].

Our records indicate that we have not yet received your formal authorization to proceed with the renewal. To ensure there is no interruption in your services and to maintain your current pricing terms, we require a signed renewal agreement or written authorization by [Deadline Date].

Current Status: Pending Client Signature/Approval

Contract End Date: [Date]

Renewal Term: [Duration, e.g., 12 Months]

If you have already processed this renewal, please disregard this notice. Otherwise, please sign the attached renewal document and return it to [Email Address] at your earliest convenience.

Should you have any questions or wish to discuss changes to your service levels, please contact me directly at [Phone Number].

Thank you for your continued partnership.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]