

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

RE: FINAL NOTICE - Expiration of Master Service Agreement ([Contract Number])

Dear [Contact Name],

This letter serves as the final formal notification that the Master Service Agreement (MSA) between [Your Company Name] and [Client Name] is scheduled to expire on **[Expiration Date]**.

As of this date, we have not received a signed renewal agreement or a formal request to extend services. Please be advised that if a renewal is not executed by the expiration date, all services provided under this agreement will be suspended effective [Time] on [Date].

To avoid a lapse in service and ensure continued support, please complete the following steps:

- Review the attached renewal proposal/amendment.
- Sign and return the document to [Email Address] or via our electronic signature portal.
- Contact your Account Manager at [Phone Number] if you have any outstanding questions.

If you have already sent the renewal paperwork, please disregard this notice.

We value our partnership and look forward to continuing our work together.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]