

FINAL NOTICE

Date: [Insert Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: FINAL NOTICE - Expiration of Payroll Services Contract

Dear [Contact Name],

Our records indicate that we have not yet received your signed renewal agreement for your payroll services contract. Please be advised that your current contract is scheduled to expire on **[Expiration Date]**.

If we do not receive your renewal confirmation by [Deadline Date], your payroll processing services will be suspended. To avoid disruptions to your employee payments, tax filings, and year-end reporting, we require immediate action.

To renew your services, please choose one of the following:

- Sign and return the attached renewal agreement.
- Log in to your client portal at [Portal URL] to electronically sign.
- Contact our renewals department at [Phone Number] or [Email Address].

If you have already sent your renewal documents within the last 24 hours, please disregard this notice.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Department]

[Company Name]

[Phone Number]