

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Priority Notification: Upcoming Automatic Renewal for [Account/Service Name]

Dear [Client Name],

As one of our priority clients, we are writing to provide you with an early notification regarding the upcoming automatic renewal of your contract for [Service/Product Name].

Your current agreement is scheduled to renew automatically on **[Renewal Date]**. This early notice is intended to ensure you have ample time to review your services and plan for the upcoming term.

Renewal Details:

- **Service Period:** [Start Date] to [End Date]
- **Renewal Rate:** [Currency/Amount]
- **Billing Frequency:** [Monthly/Quarterly/Annually]

We value your partnership and remain committed to providing you with premium support and service. No action is required on your part if you wish to continue your service without changes; the renewal will process automatically using your payment method on file.

If you would like to discuss your current plan, update your billing information, or make adjustments to your service level before the renewal date, please contact your dedicated Account Manager, [Manager Name], at [Phone Number] or [Email Address] by [Cut-off Date].

Thank you for your continued trust in [Company Name].

Best regards,

[Your Name]

[Your Title]

[Company Name]