

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Important Notice: Your [Service/Policy/Subscription] is expiring soon

Dear [Customer Name],

We are writing to let you know that your [Product/Policy Name] (Account No: [Account Number]) is scheduled to expire on **[Expiration Date]**.

To avoid any interruption in service and to ensure you remain covered, we are offering you an opportunity to renew early. By renewing now, you can lock in your current rates and take advantage of our early renewal benefits.

Renewal Details:

- Current Expiration Date: [Date]
- Renewal Period: [Duration]
- Early Renewal Rate: [Amount]

How to renew:

1. Log in to your account at [Website URL].
2. Click on the "Renew Now" button on your dashboard.
3. Confirm your payment details and submit.

If you have any questions or would like to discuss your options, please contact our support team at [Phone Number] or [Email Address].

Thank you for your continued business.

Sincerely,

[Your Name/Company Name]

[Department Name]

[Website]