

[Date]

[Recipient Name]  
[Recipient Address]  
[City, State, Zip Code]

**Subject: Notice of Upcoming Term Expiration and Renewal Options**

Dear [Recipient Name],

We are writing to remind you that the anniversary of your agreement for [Service/Product Name] is approaching. Your current term is scheduled to expire on [Expiration Date].

We have truly valued your partnership over the past year. To ensure uninterrupted service, we would like to discuss your renewal options. Below is a summary of your current plan:

- **Account Number:** [Account Number]
- **Current Plan:** [Plan Name]
- **Expiration Date:** [Date]

**What happens next?**

If you wish to renew under your existing terms, please [Instruction - e.g., sign the attached document / log in to your portal]. If you are interested in exploring new features or upgrading your current plan, our team is available to provide a customized quote.

Please note that if no action is taken by [Deadline Date], your service may [auto-renew/expire] as per the terms of our original agreement.

If you have any questions or would like to schedule a brief review call, please contact us at [Phone Number] or [Email Address].

Thank you for your continued business.

Sincerely,

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