

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Acknowledgment of Intent to Renew - Pending Account Review

Dear [Client Name],

Thank you for notifying us of your intent to renew your contract/account for [Product/Service Name], which is scheduled to expire on [Expiration Date].

This letter serves as formal acknowledgment of your request. Please be advised that all renewals are subject to a standard account review. We are currently evaluating your account history, usage, and current terms to ensure the renewal alignment meets our updated service guidelines.

Our team expects to complete this review by [Date]. Once finalized, we will contact you to provide the formal renewal agreement or to discuss any necessary adjustments to your terms.

Your current services will remain active and unaffected during this review period. If you have any questions, please contact your account manager at [Phone Number] or [Email Address].

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Title]

[Company Name]