

[Sender Name]
[Sender Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

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

Subject: Official Renewal Notice for [Account/Contract Number]

Dear [Recipient Name],

This letter serves as official notification that your [Agreement/Subscription/Contract] for [Service/Product Name] is scheduled to expire on [Expiration Date].

To ensure uninterrupted service, we invite you to renew your agreement. Below are the details for the upcoming renewal period:

- **Renewal Date:** [Date]
- **Renewal Term:** [Duration, e.g., 12 Months]
- **Renewal Fee:** [Amount]

If you wish to proceed with the renewal, please [Instruction: e.g., sign the attached form / log in to your account / submit payment] by [Due Date].

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

Thank you for your continued business.

Sincerely,

[Signature]
[Sender Name]
[Sender Title]