[Company Name]

[Company Address]

[City, State, ZIP Code]

**Subject: Notification of Service Renewal**

Dear [Customer’s Name],

We’re reaching out to remind you that your subscription for [Product/Service Name] is scheduled to renew on [Renewal Date]. We’re excited to continue providing you with the benefits of [*specific features of the product/service, e.g., “seamless support,” “exclusive tools,” or “enhanced features*”].

**Renewal Details**:

* Product/Service: [Product/Service Name]
* Renewal Date: [DATE]
* Billing Amount: $[AMOUNT]
* Billing Method: [e.g., Credit Card, Bank Account]

Unless you choose to make changes, your subscription will renew automatically, and the renewal fee will be charged to the payment method currently on file.

If you wish to update your payment information or make changes to your subscription, please visit [Website Link] or contact us at [Email Address/Phone Number] by [Date Prior to Renewal].

We truly value your continued trust in [Your Company Name] and are committed to delivering the best possible experience. Should you have any questions about your renewal or subscription, our team is here to assist you.

Thank you for choosing [COMPANY NAME]. We look forward to serving you for another [month/year]!

Yours sincerely,

……………………………………………………….

[NAME]

[TITLE]

[COMPANY NAME]