

Service Subscription Extension

Date: [Date]

To: [Customer's Name]

[Customer's Address]

[City, State, Zip Code]

Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you that your current subscription for [Service/Product Name] is set to expire on [Expiration Date]. We value your membership and would like to offer you an extension of your subscription.

By renewing your service, you will continue to enjoy all the benefits and features that [Service/Product Name] provides, including [list key benefits].

Please confirm your interest in extending your subscription by [Response Deadline]. You may reply to this email or contact us at [Customer Service Phone Number] to complete the renewal process.

Thank you for choosing [Your Company Name]. We look forward to serving you for another term.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]