

# Annual Service Renewal Announcement

Dear [Customer's Name],

We hope this message finds you well. We are writing to remind you that your annual service subscription for [Service/Product Name] is set to expire on [Expiration Date].

To ensure uninterrupted service, we recommend that you complete the renewal process before the expiration date. Renewing your service will allow you to continue enjoying our offerings without any disruption.

The renewal fee is [Amount] and can be processed through our website or by contacting our customer service team.

If you have any questions or require assistance during the renewal process, please feel free to reach out to us.

Thank you for your continued trust in [Your Company Name]. We look forward to serving you for another year!

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]