

Renewal Confirmation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request confirmation regarding the renewal of [specify the service or contract]. My account number is [insert account number].

As the renewal date is approaching, I would appreciate your prompt confirmation of the renewal details, including any changes to the terms and conditions, fees, or services provided.

Thank you for your attention to this matter. I look forward to your swift response.

Best regards,

[Your Name]