

Software Maintenance Renewal Reminder

Dear [Client Name],

We hope this message finds you well. We are writing to remind you that your software maintenance subscription for [Software Name] is set to expire on [Expiration Date].

To ensure uninterrupted service and support, we encourage you to renew your subscription before the expiration date. Our maintenance package offers continuous updates, technical support, and access to new features.

For your convenience, the renewal cost is [Renewal Cost]. Please make sure to process the renewal by [Renewal Deadline].

If you have any questions or need assistance with the renewal process, please do not hesitate to contact us at [Contact Information].

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]