

Dear [Client's Name],

We hope this message finds you well. We would like to inform you that the maintenance service terms for your account will be due for renewal on [Renewal Date].

As part of our commitment to providing you with the highest quality service, we have outlined the key terms of the maintenance service agreement for your review:

- Service Duration: [Duration]
- Service Coverage: [Details]
- Response Time: [Details]
- Costs: [Cost Details]

Please review the terms and let us know if you would like to proceed with the renewal. If you have any questions or require further clarification, do not hesitate to reach out.

Thank you for choosing our services. We look forward to continuing our relationship.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]