

# Request for Magazine Renewal Payment

Date: [Insert Date]

To: [Magazine Name] Subscription Department

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request the renewal of my subscription to [Magazine Name], which is set to expire on [Expiration Date].

As a regular reader, I greatly appreciate the content and insights your magazine provides. I would like to continue receiving it without interruption.

Please find below my subscription details:

- Subscriber Name: [Your Name]
- Subscriber ID: [Your Subscriber ID]
- Address: [Your Address]

The renewal fee is [Insert Amount], and I would appreciate it if you could provide me with the payment instructions at your earliest convenience.

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

Sincerely,

[Your Name]

[Your Contact Information]