

# Service Renewal Payment Instructions

Dear [Customer Name],

Thank you for being a valued customer. This is a reminder that your service is due for renewal on [Renewal Date]. Please follow the instructions below to complete your online payment:

## Payment Instructions:

1. Log in to your account at [Website URL].
2. Navigate to the "Renewals" section of your account dashboard.
3. Select the service you wish to renew.
4. Choose your preferred payment method:
  - Credit/Debit Card
  - PayPal
  - Bank Transfer
5. Follow the prompts to enter your payment information.
6. Confirm your payment by clicking the "Submit" button.

If you encounter any issues during the payment process, please feel free to contact our support team at [Support Email] or [Support Phone Number].

Thank you for your prompt attention to this renewal. We appreciate your business!

Best regards,

[Your Company Name]

[Your Company Contact Information]