

# Renewal Confirmation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Company/Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to confirm the renewal of your [specific service/product] with [Company/Organization Name]. Your renewal will be effective as of [Renewal Start Date] and will continue until [Renewal End Date].

Details of your renewal:

- Service/Product: [Service/Product Name]
- Renewal Period: [Renewal Period]
- Renewal Amount: [Renewal Amount]

Please find the attached documents for your records. If you have any questions or need further assistance, feel free to reach out to us at [contact information].

Thank you for your continued trust in our services.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]