

Subject: Update on Renewal Terms

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you about the updated terms for your upcoming renewal.

Please find the updated terms outlined below:

- **New Renewal Date:** [New Date]
- **Updated Rate:** [New Rate]
- **Duration of Renewal:** [Duration]
- **Additional Clauses:** [Any additional clauses]

If you have any questions or would like to discuss the updates further, please do not hesitate to contact us at [Your Contact Information].

Thank you for your continued partnership.

Sincerely,

[Your Name]
[Your Position]
[Your Company]