

Service Plan Renewal Notification

Dear [Client's Name],

We hope this message finds you well. This letter serves as a reminder that your current service plan with [Company Name] is set to expire on [Expiration Date]. We appreciate your business and would like to offer you the opportunity to renew your service plan.

Here are the details of your current plan:

- **Plan Type:** [Current Plan Type]
- **Renewal Price:** [Renewal Price]
- **Renewal Period:** [Renewal Duration]

To ensure uninterrupted service, please confirm your renewal by [Confirmation Deadline]. If you have any questions or would like to discuss any changes to your plan, feel free to contact us at [Contact Information].

Thank you for choosing [Company Name]. We look forward to continuing to serve you.

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Contact Information]