

# Contract Renewal Reminder

Dear [Customer Name],

This is a friendly reminder that your contract with [Utility Company Name] is set to expire on [Expiration Date]. We value your business and would like to ensure a seamless continuation of your services.

Please take a moment to review your current contract and let us know if you would like to renew or make any changes to your service plan.

You can renew your contract by [Providing Renewal Instructions, e.g., visiting our website, calling our customer service, etc.]. Should you have any questions or require assistance, feel free to reach out to us at [Customer Service Phone Number] or [Customer Service Email].

Thank you for choosing [Utility Company Name]. We look forward to serving you for another term!

Sincerely,

[Your Name]

[Your Position]

[Utility Company Name]

[Company Contact Information]