[DATE]

Contact Name

Address

Address2

City, Province

Postal Code

**RE: EXPIRATION OF SERVICE CONTRACT**

Dear [CONTACT NAME],

Our records indicate that your Service and Support Contract with us will expire soon. A Renewal Agreement is enclosed. To ensure uninterrupted service and support, please sign and return it right away. There is no need to enclose payment with your renewal instruction we will bill you at a later date.

Our fast, responsive service and support keeps your critical business operations up and running. When there is a problem, we are there in a flash. Speedy repair or replacement minimises downtime and keeps your business going.

As one of our system users, you get year-round service and support at a [%] discount on what we charge businesses that do not own or lease one of our systems.

Rising costs for parts and labour will soon force us to raise our service and support fees for new customers. Renew now to lock in your current low contract rate for the next [NUMBER] months.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]

P.S. To lock in the discount renewal rate and avoid paying full contract price, act now before your current contract expires. Renewing now also ensures that your service coverage will continue uninterrupted.