[DATE]

Contact Name

Address

Address2

City

Province

Postal Code

**RE: Expiration of Contract**

Dear [CONTACT],

This communication is to indicate that your Service and Support Contract is going to expire on [DATE]. There is a Renewal Agreement attached. Please sign and return it if you would like the contract to continue.

Our fast, responsive service and support keeps your critical business operations up and running. When there’s a problem, we are there in a flash. Speedy repair or replacement minimise downtime and keep 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 parts and labour costs will soon force us to raise our support and service 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.