

[Your Institution's Name]

[Institution's Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Student's Name]

[Student's Address]

[City, State, Zip Code]

Dear [Student's Name],

Subject: Renewal of Student Account

We hope this letter finds you well. We would like to remind you that your student account is due for renewal soon.

**\*\*Account Information:\*\***

- Student ID: [Student ID Number]

- Account Type: [Account Type]

- Renewal Date: [Renewal Date]

To ensure uninterrupted access to your account, please complete the renewal process by [Deadline Date].

**\*\*Steps for Renewal:\*\***

1. Log in to your student portal at [Portal URL].

2. Navigate to the "Account Renewal" section.

3. Follow the prompts to complete your renewal application.

If you have any questions or require assistance during the renewal process, please do not hesitate to contact our support team at [Support Email] or [Support Phone Number].

Thank you for your attention to this matter. We appreciate your continued affiliation with [Institution's Name].

Warm regards,

[Your Name]

[Your Title]

[Your Department]

[Institution's Name]