

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Renewal of [Specific Item/Service/Contract]

I hope this letter finds you well. I am writing to formally request the renewal of [specific item/service/contract name] that is set to expire on [expiration date].

[Briefly state the importance of continuing the item/service and any relevant details.]

Please let me know if you require any additional information or documentation to process this renewal. I look forward to your prompt response so we can ensure continuity in our [service/use of item].

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title/Position, if applicable]
[Your Company, if applicable]