

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

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request the renewal of my IXL subscription, which is set to expire on [Expiration Date]. My account details are as follows:

- Account Holder Name: [Your Name]
- Account Number: [Account Number]
- Email Associated with the Account: [Your Email]

I have greatly benefited from the resources and tools provided by IXL, and I firmly believe that continuing my subscription will support [specific reason related to your use, e.g., my child's learning, my professional development, etc.].

Please let me know the steps I need to follow to ensure the renewal is processed without interruption. Additionally, I would appreciate any information regarding potential discounts or offers available for renewing subscribers.

Thank you for your attention to my request. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]