

Subject: Reminder: Upcoming Contract Expiration Notice

Dear ABC Company,

I hope this email finds you well.

This is a friendly reminder that your contract with [Company Name] is set to expire in [15/30] days on [Contract Expiry Date]. We kindly ask that you review the terms and take any necessary steps to ensure continuity or renewal of your contract.

Key Details:

- **Contract Name/ID:** ABC Technology
- **Expiry Date:** 2/20/2025
- **Coverage Amount:** 5,00,000

If you would like to discuss renewal options or have any questions regarding the contract, please feel free to reach out to us at your earliest convenience. We value your partnership and look forward to continuing our relationship.

Thank you for your attention to this matter. We look forward to your prompt response.

Best regards,
ABC
SQA Engineer