

# Your Letter Head here

To,  
SEAN,  
1234, STREET 23,  
TOWN,CITY,ZIPCODE 21  
SEAN@EMAIL.COM  
9999595967

**Dear SEAN,**

We hope that this letter reaches you at the peak of your health. We are happy to be serving your need. We would like to mention that our service term is coming to an end on 10/8/22. We would like to continue our service to you. To extend the service term for the next year we quote a renewal price of 10000. We are looking forward to continue our service.

**Thank you,**

**Yours Sincerely,**  
**Your Name**

01/07/2022