

# Your Letter Head here

To,  
CATHERINE,  
1234, STREET 14,  
TOWN,CITY,ZIPCODE 12  
CATHERINE@EMAIL.COM  
9999595958

**Dear CATHERINE,**

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 1/8/22. 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