

# Your Letter Head here

To,  
KATE,  
1234, STREET 13,  
TOWN,CITY,ZIPCODE 11  
KATE@EMAIL.COM  
9999595957

**Dear KATE,**

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 31/7/22. We would like to continue our service to you. To extend the service term for the next year we quote a renewal price of 20000. We are looking forward to continue our service.

**Thank you,**

**Yours Sincerely,  
Your Name**

01/07/2022