



Client Success Hub

Renewal Reminder Email Templates

Renewal Reminder Email Template 1: Friendly & Direct

Subject: Upcoming Renewal Reminder – [Product/Service Name]

Hi [Client Name],

I hope you're doing well! I wanted to remind you that your current contract for [Product/Service Name] is set to renew on [Renewal Date].

If you have any questions or want to discuss your account or options for upgrades, I'm happy to help. Let's ensure everything continues smoothly without interruption.

Thanks,

[Your Name]

[Your Title]

[Your Contact Info]

Renewal Reminder Email Template 2: Value-Focused & Consultative

Subject: Your [Product/Service Name] Renewal is Approaching

Hi [Client Name],

As we approach your renewal date on [Renewal Date], I wanted to check in and review how things have been going with [Product/Service Name]. We're committed to supporting your success and ensuring you're getting the most value from our solution.

Would you be open to a quick call to discuss your current needs and explore any enhancements or additional features that could benefit your team?

Looking forward to your reply.

Best regards,

[Your Name]

[Your Title]

[Your Contact Info]



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Renewal Reminder Email Template 3: Urgent & Action-Oriented

Subject: Action Required: Renewal for [Product/Service Name] Due Soon

Hi [Client Name],

This is a friendly reminder that your contract for [Product/Service Name] will expire on [Renewal Date]. To avoid any service interruptions, please review your renewal options at your earliest convenience.

If you'd like, I'm available to assist with any questions or to help tailor your plan to better suit your current needs.

Please let me know how you'd like to proceed.

Thanks,

[Your Name]

[Your Title]

[Your Contact Info]