

Licensing Terms Renewal Request

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

To: [Recipient's Name]
[Recipient's Position]
[Recipient's Company Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request the renewal of our licensing terms under the current agreement, which is set to expire on [Insert Expiration Date]. We have greatly appreciated our partnership and the value your services provide to our organization.

Given our positive experience, we would like to continue our collaboration and ensure uninterrupted access to your services. Please let us know the necessary steps to initiate the renewal process and any updates to the terms that may be applicable for the upcoming period.

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

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]