

Reminder: Software License Extension

Dear [Recipient's Name],

This is a friendly reminder that your software license for [Software Name] is set to expire on [Expiration Date]. To ensure uninterrupted access to the software and its features, we recommend initiating the renewal process at your earliest convenience.

Please feel free to reach out if you have any questions or need assistance with the renewal process.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]