

License Transfer Request

From,

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

To,

[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Request for License Transfer

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request the transfer of the software license for [Software Name], which is currently registered under my name ([Your Name]) to [New Licensee Name].

The details of the license are as follows:

- License Key: [License Key]
- Current License Holder: [Your Name]
- New License Holder: [New Licensee Name]
- Date of Transfer: [Proposed Date]

Reason for Transfer: [Brief explanation of why the transfer is necessary]

I would appreciate your prompt assistance in facilitating this transfer. If you require any additional information or documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Job Title]
[Your Company Name]