

# Software License Activation Request

**Date:** [Insert Date]

**To:** [Software Vendor/Provider Name]

**Address:** [Vendor Address]

Dear [Vendor/Provider Contact Name],

We, [Your Agency Name], are writing to request the activation of the software licenses required for our operations. As a government agency, it is essential for us to utilize your software to enhance our services and meet the needs of our constituents.

Details of the software licenses requested are as follows:

- **Software Name:** [Insert Software Name]
- **License Key:** [Insert License Key]
- **Number of Licenses:** [Insert Number of Licenses]
- **Purchase Order Number:** [Insert PO Number]

We appreciate your attention to this matter and look forward to your prompt response. If you require any further information, please do not hesitate to contact us at [Your Contact Information].

Thank you for your support.

Sincerely,

[Your Name]

[Your Title]

[Your Agency Name]

[Agency Address]

[Your Phone Number]

[Your Email]