

# Software License Activation Request for Renewal

Date: [Insert Date]

To: [Recipient Name]

[Company Name]

[Company Address]

Subject: Request for Software License Renewal

Dear [Recipient Name],

I hope this message finds you well. I am writing to request the renewal of our software license for [Software Name], which is due to expire on [Expiration Date]. Our company, [Your Company Name], has greatly benefited from this software, and we would like to continue its usage without interruption.

License Details:

- License Key: [Insert License Key]
- Account Number: [Insert Account Number]
- Expiration Date: [Insert Expiration Date]

Please let us know the necessary steps to complete the renewal process. If you require any additional information, feel free to reach out at [Your Phone Number] or [Your Email Address].

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]