

Licensing Agreement Renewal Reminder

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter serves as a formal reminder that your licensing agreement for [Product/Service Name], originally dated [Original Agreement Date], is set to expire on [Expiration Date]. We value our partnership and would like to ensure that there is no disruption in your access to [Product/Service].

Please review the terms of the licensing agreement and let us know if you would like to initiate the renewal process. Should you have any questions or require further information, do not hesitate to reach out to us at [Your Contact Information].

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]