

# Software License Renewal Authorization

Date: [Insert Date]

To: [Software Vendor Name]

From: [Your Company Name]

Address: [Your Company Address]

Email: [Your Company Email]

Phone: [Your Company Phone Number]

Subject: Authorization for Software License Renewal

Dear [Vendor Contact Name],

We are writing to formally authorize the renewal of our software license for [Software Name], which is due to expire on [Expiration Date]. We wish to continue utilizing the software under the same terms as stated in our original agreement.

The details of the software license to be renewed are as follows:

- License Type: [Type of License]
- License Key: [License Key]
- Renewal Period: [Renewal Period]
- Renewal Fee: [Renewal Fee]

Please proceed with the renewal process and provide us with a confirmation once completed. Should you require any further information or documentation, feel free to reach out to us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]