

Software License Renewal Request

Date: [Insert Date]

To,

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the renewal of our software license for [Software Name], which is set to expire on [Expiration Date]. We have been utilizing this software extensively, and it has proven to be a valuable tool for our operations.

Given its importance to our daily activities, we would like to initiate the renewal process at your earliest convenience. Please let us know the necessary steps and any documentation you require from our side.

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

Best regards,

[Your Name]
[Your Job Title]
[Your Company Name]
[Your Company Address]
[Your Phone Number]
[Your Email Address]