

Software License Renewal Terms

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are reaching out to remind you that your software license for [Software Name] is set to expire on [Expiration Date]. To ensure uninterrupted use of the software, we invite you to review the renewal terms outlined below:

Renewal Terms

- **Renewal Period:** [Duration, e.g., 1 Year]
- **Renewal Fee:** [Amount]
- **Payment Due Date:** [Payment Deadline]
- **Payment Methods:** [Accepted Payment Methods]
- **Licenses Included:** [Number of Licenses]
- **Support and Maintenance:** [Details of Support Terms]

Please confirm your intention to renew by [Response Deadline]. If you have any questions or require further details, feel free to contact us at [Contact Information].

Thank you for your continued trust in our software.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]