

Software License Renewal Update

Date: [Insert Date]

To: [Recipient Name]

[Recipient Company]

[Recipient Address]

Dear [Recipient Name],

We hope this message finds you well. We are writing to inform you that the renewal period for your software license [License Number/Name] is approaching. The current license is set to expire on [Expiration Date].

To ensure uninterrupted access to our services, we recommend renewing your license before the expiration date. The renewal cost will be [Cost Details], and the new license will be valid for [Duration] from the renewal date.

For your convenience, you can complete the renewal process by [Instructions for Renewal], or contact our support team if you have any questions or require further assistance.

Thank you for your continued partnership. We look forward to serving you in the upcoming year.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]