

# Notice of Software License Expiration

Date: [Insert Date]

Dear [Recipient's Name],

We would like to inform you that your software license for [Software Name] will expire on [Expiration Date].

To ensure uninterrupted service, please take the necessary steps to renew your license before the expiration date. If you have any questions or require assistance with the renewal process, feel free to contact us at [Contact Information].

Thank you for your prompt attention to this matter.

Best regards,  
[Your Name]  
[Your Position]  
[Your Company]