

Request for Software License Discontinuation

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

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

Dear [Recipient's Name],

I am writing to formally request the discontinuation of our software license for [Software Name], which we have been using under the license number [License Number]. Due to [reason for discontinuation, e.g., budget constraints, change in business needs, etc.], we have decided to discontinue our use of the software.

We request that you confirm the cancellation of our license effective immediately, and provide any necessary documentation to ensure that we have completed this process. If there are any final payments or steps required from our side, please let us know.

Thank you for your attention to this matter. We appreciate your cooperation.

Sincerely,

[Your Name]
[Your Position]
[Your Company]