

Software License Renewal Authorization

[Your Company Letterhead]

[Date]

To: [Software Vendor Name]

Address: [Vendor Address]

City, State, Zip: [Vendor City, State, Zip]

Subject: Authorization for Software License Renewal

Dear [Vendor Contact Name],

We are writing to formally request the renewal of our software license for [Software Name] with the license number [License Number], which is set to expire on [Expiration Date].

As per our agreement, we would like to proceed with the renewal process and ensure uninterrupted access to the software. Please find below the necessary details for the renewal:

- **Company Name:** [Your Company Name]
- **Contact Person:** [Your Name]
- **Email:** [Your Email]
- **Phone Number:** [Your Phone Number]

We authorize the renewal of the software license for a term of [Duration] and agree to the associated costs outlined in the original agreement. Please confirm the renewal and provide us with a new license key at your earliest convenience.

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip]