

Software License Renewal Follow-Up

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to follow up on the renewal of your software license for [Software Name]. As we approach the expiration date of your current license on [Expiry Date], we want to ensure that there is no interruption in your services.

If you have already completed the renewal process, please disregard this message. Otherwise, I would like to assist you in finalizing the renewal at your earliest convenience.

Thank you for your attention to this matter. Please feel free to contact me directly if you have any questions or need assistance.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Email Address]

[Phone Number]