

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the renewal of our software license for [Software Name], which is due to expire on [Expiration Date]. We have been using your software and are very satisfied with its performance.

Could you please provide us with the necessary steps and any relevant information regarding the renewal process? Additionally, if there are any changes to the pricing or terms, I would appreciate being informed.

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

Best regards,

[Your Name]

[Your Position]

[Your Company Name]