

Software License Renewal Request

Date: [Insert Date]

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

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

Dear [Recipient Name],

I am writing to request the renewal of our software license for [Software Name]. Our current license is set to expire on [Expiration Date], and we would like to ensure uninterrupted access to the software.

We have greatly benefited from using [Software Name] in our operations, and we wish to continue our partnership. Please provide us with the necessary information regarding the renewal process and any fees associated with it.

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

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]