

Software License Renewal Terms

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

Dear [Recipient Name],

We hope this message finds you well. We are writing to inform you that your software license for [Software Name] is due for renewal on [Renewal Date]. Below are the terms of your license renewal:

License Renewal Details

- **Product Name:** [Software Name]
- **Current License Number:** [License Number]
- **Renewal Period:** [Start Date] to [End Date]
- **Renewal Fee:** [Insert Fee]
- **Payment Terms:** [Insert Payment Terms]

Renewal Process

To renew your license, please follow these steps:

1. Review the terms outlined above.
2. Complete the attached renewal form.
3. Submit the form along with payment by [Due Date].

If you have any questions about the renewal process or require further assistance, please do not hesitate to contact us at [Contact Information].

Thank you for choosing [Company Name]. We look forward to continuing to support your needs with our software.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[Contact Information]