

Software Licensing Agreement Renewal Request

Date: [Insert Date]

To:

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the renewal of our existing software licensing agreement, which is set to expire on [Insert Expiration Date]. We have greatly valued the benefits that [Software Name] has provided to our organization.

As we continue to rely on [Software Name] for [brief description of usage], it is essential for us to renew the agreement to ensure uninterrupted access and support. We would appreciate it if you could provide us with the necessary details and documentation to proceed with the renewal process.

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

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Phone Number]

[Your Email Address]