

# Software License Renewal Request

Date: [Insert Date]

To: [Insert Recipient's Name]

Company: [Insert Company Name]

Address: [Insert Company Address]

Dear [Recipient's Name],

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

We have found [Insert Software Name] to be invaluable for our operations, and we would like to continue making the most of its capabilities. Please let us know the necessary steps and any associated fees for the renewal process.

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]