

# Software Licensing Procedure Inquiry

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Date]

[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 inquire about the software licensing procedures for [specific software name or type of software] that is offered by [Company Name]. As [Your Position/Title] at [Your Company Name], I am considering the potential acquisition of this software for our organization.

Specifically, I would like to understand the following:

- The different licensing options available.
- The pricing structure associated with each option.
- The terms and conditions related to the software usage.
- Any available discounts for bulk purchases or educational institutions.
- Support and maintenance services included with the license.

Furthermore, if there are any documents or resources you could provide that detail the licensing process, I would greatly appreciate your assistance.

Thank you for your attention to this matter. I look forward to your prompt response so we can proceed accordingly.

Sincerely,

[Your Name]

[Your Position/Title]

[Your Company Name]