

Inquiry Regarding Software Licensing Terms

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to seek clarification regarding the licensing terms associated with the [Software Name] that we are considering for our organization.

Specifically, I would like to inquire about the following points:

- The duration of the license agreement.
- Details regarding renewal options and associated costs.
- Any restrictions on usage, including geographic limitations.
- Support and maintenance terms included with the license.
- Potential penalties for non-compliance with the licensing agreement.

Your assistance in clarifying these points will greatly aid our decision-making 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 Contact Information]