

Subject: Reminder: Software License Renewal for [Software Name]

Dear [Customer Name],

This is a friendly reminder that your license for [Software Name] is due for renewal on [Due Date].

To ensure uninterrupted access to your software and continued technical support, please complete your payment of [Amount Due] by the renewal date. Our records indicate that we have not yet received your payment for the upcoming period.

Account Details:

Invoice Number: [Invoice #]

License Key/ID: [License ID]

Amount Due: [Currency/Amount]

Due Date: [Date]

You can renew your license directly through our portal here: [Link to Payment Portal]

If you have already sent your payment, please disregard this notice. If you have any questions regarding your account or wish to discuss your subscription, please contact us at [Phone Number] or reply to this email.

Thank you for choosing [Company Name].

Best regards,

[Your Name]

[Your Title]

[Company Name]