

Subject: NOTICE of Expiration: Software Service Agreement for [Software Name]

Date: [Current Date]

To: [Customer Name / Department]

Company: [Company Name]

Account Number: [Account ID]

Dear [Contact Person Name],

This is a formal notification to inform you that the Software Service Agreement for **[Software Name]** expired on **[Expiration Date]**.

Our records indicate that we have not yet received a renewal request or payment for the upcoming term. As a result, your account is currently in a grace period. To avoid any interruption in service, technical support, or access to critical security updates, please take action to renew your agreement as soon as possible.

Renewal Details:

- Product: [Software Name/Version]
- Previous Term: [Start Date] to [End Date]
- Renewal Due Date: [Date]
- Outstanding Balance: [Amount]

You can renew your service by [Instruction: e.g., logging into the portal at URL / contacting your account manager / replying to this email].

If you have already processed this payment or believe this notice has been sent in error, please disregard this letter or contact our billing department at [Phone Number/Email].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Contact Information]