

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for XGIS License Renewal

I hope this message finds you well. I am writing to formally request the renewal of my XGIS license, which is set to expire on [Expiration Date]. As an active user of XGIS in my [role/organization], I have greatly benefited from its features and capabilities, which have significantly enhanced my [mention specific projects or tasks]. Therefore, I would like to ensure uninterrupted access to the software.

Please find attached any necessary documentation and payment details as per your renewal instructions. I appreciate your prompt attention to this matter.

Thank you for your support. I look forward to your confirmation of the renewal.

Sincerely,

[Your Name]
[Your Job Title/Position]
[Your Organization]