

Request for Renewal of Licensing Terms

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company/Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request the renewal of my licensing terms for [specify license] which is set to expire on [expiration date]. I have greatly valued the opportunities that this license has afforded me, and I am eager to continue operating under its provisions.

Throughout the period of my licensing, I have adhered to all regulations and requirements, and I am committed to upholding the standards expected of license holders. I am hopeful that we can proceed with the renewal process at your earliest convenience.

Please let me know if there are any specific forms or fees that need to be addressed for this renewal. I appreciate your attention to this matter, and I look forward to your prompt response.

Thank you for your consideration.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]