

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

Licensing Board Name
Board Address
City, State, Zip Code

Dear [Licensing Board Name],

I am writing to formally request the renewal of my professional license, which is set to expire on [expiration date]. My license number is [license number].

Throughout the past [duration since last renewal], I have diligently maintained my professional responsibilities and have completed [number of required continuing education credits or relevant activities]. Enclosed, please find the supporting documents that outline my compliance with the renewal requirements.

I appreciate your attention to this matter and look forward to your prompt response. Should you need any additional information or clarification, please feel free to contact me at your convenience.

Thank you for your consideration.

Sincerely,
[Your Name]