

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Association Name]

[Association Address]

[City, State, ZIP Code]

Dear [Association Contact Name],

I hope this message finds you well. I am writing to inquire about the procedures for renewing my licensing with [Association Name]. As my current license is set to expire on [Expiration Date], I want to ensure that I adhere to all necessary steps and timelines for a smooth renewal process.

Could you please provide me with the following information:

- The renewal application form and any associated documentation.
- The renewal fee and acceptable payment methods.
- Any continuing education requirements or other prerequisites needed for renewal.
- The deadline for submission of the renewal application.

Thank you for your assistance. I look forward to your prompt response so that I can ensure compliance with the renewal procedures.

Sincerely,

[Your Name]