

Renewal Application for Professional Licensing

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Licensing Authority Name]

[Authority Address]

[City, State, Zip Code]

Dear [Licensing Authority],

I am writing to formally submit my renewal application for my professional license as a [Your Profession] which is due for renewal on [Renewal Due Date]. My license number is [Your License Number].

Over the past licensure period, I have continuously engaged in professional development activities, including [Briefly list the relevant courses, workshops, or training programs], to enhance my skills and knowledge in the field.

Attached herewith are the required documents, including:

- Completed renewal application form
- Proof of continuing education credits
- Payment for renewal fees

Thank you for considering my application. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Professional Title]