

Letter of Appeal for Business License Renewal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[City/County Licensing Department]

[Department Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally appeal the decision regarding the renewal of my business license for [Your Business Name], which was recently declined. I understand that [briefly state the reason for the denial], but I would like to provide additional context and clarify any misunderstandings.

[Explain your situation, provide evidence, or outline plans that address the concerns related to the denial.]

I believe that my business provides valuable services to the community and complies with all local regulations. I am committed to making any necessary adjustments to meet the requirements for renewal.

I kindly request a reconsideration of my application and would appreciate the opportunity to discuss this matter further. Please let me know a convenient time for us to meet or speak.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Business Name]