

Application for Business License Extension

Date: [Insert Date]

[Your Name]

[Your Business Name]

[Your Business Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Licensing Authority Name]

[Authority Address]

[City, State, Zip Code]

Dear [Licensing Authority Name],

I am writing to formally request an extension for my business license, which is set to expire on [Insert Expiration Date]. Due to [brief explanation of reasons for extension request, e.g., unforeseen circumstances, business growth], I am unable to complete the renewal process in the designated timeframe.

I kindly ask for an extension of [specific duration requested, e.g., 90 days] to ensure compliance with all necessary regulations and complete the renewal requirements. I appreciate your understanding and consideration of my request.

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

Sincerely,

[Your Name]

[Your Position, if applicable]