

Business License Renewal Application

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Business Name]

[Your Business Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Department/Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request the renewal of our business license for [Your Business Name], which is set to expire on [Expiration Date]. We have complied with all the regulatory requirements and have had no infractions that would affect our license status.

Please find attached the necessary documentation for the renewal process, including [list any documents, if applicable]. We appreciate your prompt attention to this matter and look forward to continuing our service in the community.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Position]

[Your Business Name]