

Business License Renewal Documentation Request

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

I am writing to request the necessary documentation required for the renewal of our business license for [Your Business Name], located at [Business Address]. As our renewal date approaches, we want to ensure that we have all the needed documents prepared to avoid any delays.

To facilitate the renewal process, kindly provide us with the following documentation:

- Completed renewal application form
- Proof of business registration
- Current tax clearance certificate
- Verification of insurance coverage
- Any additional documents required by your office

We appreciate your assistance in this matter and look forward to your prompt response. Should you require any further information, please feel free to contact me directly at [Your Contact Information].

Thank you for your attention to this request.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]