

# Follow-Up on Business License Renewal Status

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Department/Office Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the status of my business license renewal application submitted on [Insert Submission Date]. As the expiration date approaches, I am eager to ensure that my application is processed in a timely manner to avoid any disruptions in my business operations.

Could you please provide an update on the current status of my application? If there are any additional documents or information required from my side, please let me know.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]