

# Inquiry Regarding Business License Renewal

[Your Name]  
[Your Title]  
[Your Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Title]  
[Department/Office Name]  
[City/County/State Office]  
[Office Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the process for renewing the business license for [Your Company Name]. Our current license is set to expire on [Expiration Date], and I want to ensure that all necessary steps are taken to avoid any interruptions in our operations.

Could you please provide information on the following:

- The renewal application process
- Any required documentation or fees
- The expected timeline for processing the renewal

Thank you for your assistance. I look forward to your prompt response.

Sincerely,  
[Your Name]  
[Your Title]  
[Your Company Name]