

Notification of Upcoming Business License Expiration

Date: [Insert Date]

To: [Business Owner's Name]

[Business Name]

[Business Address]

Dear [Business Owner's Name],

This is a reminder that your business license for [Business Name] will expire on [Expiration Date]. In order to continue operating legally and avoid any penalties, please ensure that you complete the renewal process before this date.

You can initiate the renewal by visiting [Renewal Website or Instructions]. Should you have any questions or need assistance, feel free to contact our office at [Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]