

Request for Renewal of Business License

Date: [Insert Date]

[Your Name]

[Your Business Name]

[Your Business Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Department Name]

[City or County Office Name]

[Office Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request the renewal of my business license for [Your Business Name], which is set to expire on [Expiration Date]. My business operates under the license number [License Number].

We have complied with all the necessary regulations and requirements over the past year and would like to continue providing our services to the community.

Enclosed are the required documents and the renewal fee for your review. If you need any further information or have any questions, please do not hesitate to contact me.

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

Sincerely,

[Your Name]

[Your Position]

[Your Business Name]