

Business License Renewal Submission

Date: [Insert Date]

[Your Name]

[Your Business Name]

[Your Business Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To Whom It May Concern,

I am writing to formally submit my application for the renewal of the business license for [Your Business Name], located at [Business Address]. My current license, [Current License Number], is set to expire on [Expiration Date].

Attached are the required documents for the renewal process, including:

- Completed renewal application form
- Proof of business insurance
- Current tax identification number
- Payment for renewal fees

Please let me know if any additional information is needed. Thank you for your attention to this matter, and I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Business Name]