

# Formal Request for Commercial License Reinstatement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Title]

[Department/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request the reinstatement of my commercial license, which was suspended on [Insert Date of Suspension]. My license number is [Insert License Number]. I understand that my license was suspended due to [briefly explain reason for suspension].

Since the suspension, I have taken steps to address the issues that led to the suspension, including [mention any relevant actions taken, such as completing necessary training, paying fines, etc.]. I believe that I have demonstrated my commitment to compliance and responsibility.

I kindly request that you review my case and consider reinstating my commercial license at your earliest convenience. I am eager to resume my business activities and contribute positively to the community.

Thank you for your attention to this matter. I look forward to your prompt response. Please feel free to contact me at [Your Phone Number] or [Your Email] should you require any additional information.

Sincerely,

[Your Name]