

Vendor License Renewal Application

Your Name: [Your Name]

Your Address: [Your Address]

City, State, Zip Code: [City, State, Zip Code]

Email: [Your Email]

Phone Number: [Your Phone Number]

Date: [Current Date]

To Whom It May Concern,

I am writing to formally request the renewal of my vendor license that is set to expire on [Expiration Date]. My vendor ID number is [Vendor ID Number].

As a vendor, I have complied with all regulations and maintained the required standards while conducting my business. I would appreciate your assistance in processing my renewal application promptly.

Enclosed are the necessary documents and fees required for the renewal of my vendor license:

- Completed renewal application form
- Payment receipt for renewal fee
- Proof of insurance
- Any other required documentation

Please let me know if you require any additional information or documents. I look forward to your positive response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]