

# Vendor License Renewal Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To Whom It May Concern,

I am writing to formally request the renewal of our vendor license, which is set to expire on [Insert Expiration Date]. We have enjoyed providing our services to [mention any relevant clients or partnerships], and we intend to continue our commitment to quality and compliance.

Attached to this letter are the necessary documents required for the renewal process, including:

- Completed Vendor License Renewal Application
- Proof of Compliance with Local Regulations
- Updated Business Information
- Payment for Renewal Fees

Please review the attached documents at your earliest convenience. We look forward to your prompt response so that we can ensure there is no lapse in our vendor operations.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]