

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the renewal process for my vendor license, which is set to expire on [Expiration Date].

Could you please provide me with the necessary information and requirements for renewing my vendor license? I want to ensure that I complete all necessary steps in a timely manner.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]