

Vendor License Renewal Submission

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Department/Agency Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally submit my application for the renewal of my vendor license, which is set to expire on [insert expiration date]. As a vendor with [Your Company Name], I have consistently fulfilled all requirements and guidelines set forth by your agency.

Enclosed are the necessary documents for the renewal process, including:

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

Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information or clarification.

Thank you for your attention to this matter. I look forward to your prompt response regarding my application.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]