

# Hunting License Renewal Application

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Department Name]

[Department Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally apply for the renewal of my hunting license, which is set to expire on [Insert Expiration Date]. My current license number is [Insert License Number], and I have been a licensed hunter since [Insert Year].

Enclosed with this letter, you will find all necessary documents, including the completed renewal application form, proof of residency, and applicable fees. I have also included proof of completion of the required hunter safety course conducted on [Insert Course Date].

I appreciate your attention to this matter and look forward to your prompt processing of my renewal application. If you require any further information or documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]