

# Complaint Regarding Improper License Renewal Procedures

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title/Department]

[Recipient's Organization]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally submit a complaint regarding the improper procedures that have been followed in the renewal of my [specific professional license] issued by [Issuing Authority]. My license number is [License Number], and it is set to expire on [Expiration Date].

On [Date], I submitted my renewal application along with the required documentation and fees. However, I have experienced significant delays and lack of communication regarding the status of my renewal. This has caused undue stress and potential implications for my professional obligations.

I kindly request that you investigate this matter and provide me with a clear explanation of the renewal process and the reasons for the delay. It is crucial for me to resolve this issue promptly to continue my professional practice without interruption.

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

Sincerely,

[Your Name]