

# Application for Replacement of Expired License

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To,

[Licensing Authority's Name]

[Authority's Address]

[City, State, Zip Code]

Subject: Application for Replacement of Expired License

Dear [Licensing Authority's Name],

I am writing to formally request the replacement of my expired license, which was issued on [Issue Date of Original License] and expired on [Expiration Date]. Due to [brief reason for the expiration or need for replacement], I was unable to renew it on time.

Enclosed with this letter are the necessary documents for your reference:

1. Copy of the expired license
2. Identification proof
3. Any additional paperwork required.

I kindly request your assistance in processing my application for a replacement license at your earliest convenience. Your prompt attention to this matter would be greatly appreciated.

Thank you for your consideration.

Sincerely,

[Your Name]