

# Letter of Documentation Submission

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To:

[Recipient Name]

[Designation]

[Company/Agency Name]

[Company/Agency Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally submit the required documentation for the renewal of my security license, which is set to expire on [Expiration Date]. In compliance with the guidelines provided, I have included the following documents:

- Completed renewal application form
- Current identification
- Proof of continuing education/training
- Payment receipt for renewal fee

Please find all these documents attached for your review. I appreciate your prompt attention to this matter and look forward to the timely processing of my application.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]