

# Security License Renewal Explanation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to provide an explanation regarding my application for the renewal of my security license, which is due for renewal on [insert renewal date].

My license number is [insert license number], and I have been actively working in the security field since [insert year]. I understand the importance of maintaining valid licensure and complying with all regulatory requirements.

Due to [insert reason for renewal delay, if applicable], I was unable to submit my renewal application by the initial deadline. I have since completed all necessary training and documentation and am ready to fulfill the requirements needed for renewal.

Thank you for your time and consideration. I look forward to your favorable response regarding my security license renewal.

Sincerely,

[Your Name]