

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Issuing Authority Name]

[Authority Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request the renewal of my security license, which is set to expire on [Expiration Date]. My license number is [License Number]. I have been employed at [Your Company/Organization Name] as a [Your Job Title] for [Duration], and I have consistently adhered to all regulations and standards required by the licensing authority.

As part of the renewal process, I have attached the necessary documentation, including:

- [Document 1]
- [Document 2]
- [Document 3]

I appreciate your attention to this matter and look forward to your prompt response. If there are any additional forms or information required, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your time and consideration.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company/Organization Name]