

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the renewal process for my security license which is set to expire on [expiration date]. I would like to ensure that I complete all the necessary steps to maintain my certification without any interruptions.

Could you please provide me with information regarding the required documentation, fees, and any deadlines that I should be aware of? Your assistance in this matter would be greatly appreciated as it will help me ensure compliance with all regulations.

Thank you for your attention to my inquiry. I look forward to your prompt response.

Sincerely,

[Your Name]