

Notification for Security License Renewal

Date: [Insert Date]

Dear [Recipient's Name],

We would like to inform you that your security license is due for renewal on [Insert Renewal Date]. To ensure that you continue to operate legally and without interruptions, we recommend that you complete the renewal process at your earliest convenience.

Please find the necessary documents attached for your reference:

- Renewal Application Form
- Payment Instructions
- Required Documentation Checklist

If you have any questions or require further assistance, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[Your Company Phone Number]

[Your Company Email]