

# Security License Renewal Request

Date: [Insert Date]

To: [Insert Licensing Authority's Name]

[Insert Licensing Authority's Address]

Dear [Insert Licensing Authority's Name],

I am writing to formally request the renewal of my security license, which is due to expire on [Insert Expiration Date]. My license number is [Insert License Number].

As a dedicated professional in the security industry, I have maintained my commitment to upholding the highest standards of safety and security. My experience includes [briefly describe relevant experience or roles].

Enclosed with this letter are the necessary documents required for the renewal process, including [list any required documents, e.g., proof of training, background check, etc.].

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

Thank you for your time and consideration.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]