

Fishing Charter License Renewal

Date: [Today's Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request the renewal of my fishing charter license, [License Number], which is set to expire on [Expiration Date]. I have enjoyed operating my fishing charter service in [Location] and look forward to another successful year.

Enclosed with this letter are the completed renewal application form, the required fees, and any other supporting documentation as requested. Please let me know if any additional information is needed to process my renewal.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]