

Formal Request for License Renewal

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[City or County Licensing Authority]

[Department Name]

[Address]

[City, State, Zip Code]

Subject: Request for Renewal of Pawn Shop License

Dear [Licensing Authority's Name],

I am writing to formally request the renewal of my pawn shop license, which is set to expire on [expiration date]. My pawn shop, [Pawn Shop Name], located at [Pawn Shop Address], has been successfully operating in compliance with all local regulations and laws.

Enclosed with this letter are all required documents for the renewal process, including [list any relevant documents, such as previous license, financial statements, etc.]. I kindly ask for your assistance in processing this renewal at your earliest convenience, as it is essential for the continued operation of my business.

If you require any further information or documentation, please feel free to contact me at [Phone Number] or [Email Address].

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position, if applicable]