

Inquiry Regarding Pawn Shop License Renewal

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

[Recipient's Name]

[Pawn Shop Licensing Authority]

[Authority's 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 pawn shop license, which is due for renewal on [Insert License Expiration Date]. I would like to ensure that I comply with all necessary regulations and complete the process in a timely manner.

Could you please provide me with the following information:

- The required documents for renewal.
- Any fees associated with the renewal process.
- The timeline for processing the renewal application.

I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention to this inquiry.

Sincerely,

[Your Name]