

Pawn Shop License Renewal Request

Date: _____

To:

[Licensing Authority Name]

[Address]

[City, State, Zip Code]

Subject: Request for Renewal of Pawn Shop License

Dear [Licensing Authority],

I hope this letter finds you well. I am writing to formally request the renewal of our pawn shop license, which is set to expire on [Expiration Date]. Our business, [Your Pawn Shop Name], has been serving the community since [Year Established], and we strive to maintain compliance with all regulatory requirements.

We have attached the necessary documents, including:

- Completed renewal application form
- Proof of business address
- Current business tax information
- Any requisite fees

We appreciate your prompt attention to this matter and look forward to your positive response. Please do not hesitate to contact me at [Your Phone Number] or [Your Email Address] if you require any additional information.

Thank you very much for your assistance.

Sincerely,

[Your Name]

[Your Title]

[Your Pawn Shop Name]

[Your Address]

[City, State, Zip Code]