

Application for Short-Term Business License

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Business License Department]

[City/County Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally apply for a short-term business license to operate [describe your business] in [location]. I intend to conduct business from [start date] to [end date].

Details of my business are as follows:

- Type of Business: [Insert Type]
- Business Plan Summary: [Briefly describe your business plan]
- Location of Operation: [Insert Location]

I have attached all necessary documents including [list documents such as ID, business plan, etc.]. I assure you that I will comply with all local regulations and requirements during this period.

Thank you for considering my application. I look forward to your positive response.

Sincerely,

[Your Name]