

Notification for Renewal of Temporary Business Permit

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Business Name]

[Your Business Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter serves as a notification for the renewal of the temporary business permit for [Your Business Name], which is set to expire on [Expiration Date]. In compliance with local regulations, we are submitting our application for renewal along with the required documentation.

Please find attached the following documents:

- Completed Application Form
- Copy of Current Temporary Business Permit

- Proof of Business Address
- Payment Receipt for Renewal Fee

We appreciate your prompt attention to this matter and look forward to your confirmation of the renewal process. Should you require any further information, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Business Name]