

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request the termination of my temporary business permit, which was issued on [issue date], under permit number [permit number]. Due to [reason for termination], I have decided to cease operations related to this permit.

Please let me know if there are any formalities I need to complete to finalize this request. I appreciate your assistance in this matter.

Thank you for your attention to this request.

Sincerely,
[Your Name]
[Your Position, if applicable]