

# Application for Travel Agency License

Date: [Insert Date]

To,  
The Licensing Authority,  
[Insert Address]  
[City, State, Zip Code]

Subject: Application for Travel Agency License

Dear Sir/Madam,

I, [Your Name], the owner of [Your Travel Agency Name], am writing to formally apply for a travel agency license in accordance with the regulations set forth by [Relevant Authority/Organization]. Our agency aims to provide quality travel services and promote tourism in [Location/Region].

Enclosed with this letter are the following documents for your review:

- Completed application form
- Copy of business registration certificate
- Proof of financial stability
- Travel agency business plan
- Insurance certificate

I assure you that our agency will adhere to all guidelines and regulations established by your office. I am looking forward to your positive response.

Thank you for considering my application.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Travel Agency Name]  
[Your Contact Information]