

Letter of Renewal Application

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Licensing Authority Name]

[Authority Address]

[City, State, Zip Code]

Subject: Renewal Application for Travel Agency License

Dear [Licensing Authority Name],

I am writing to formally apply for the renewal of our travel agency license, which is set to expire on [Insert Expiration Date]. Our agency, [Your Agency Name], has been dedicated to providing outstanding travel services since [Year Established], and we continue to operate with the highest standards of professionalism and customer satisfaction.

Enclosed with this letter are the following documents required for the renewal process:

- Completed renewal application form
- Proof of business insurance
- Financial statements for the past year
- Renewal fee payment receipt

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

Thank you for considering our application. We hope to continue serving our clients with excellence.

Sincerely,

[Your Name]

[Your Position]

[Your Agency Name]

[Your Agency License Number]