

Request for Travel Agency License Approval

Date: [Insert Date]

To: [Insert Name of the Licensing Authority]

Address: [Insert Address of the Licensing Authority]

Dear [Insert Name],

I am writing to formally request the approval of a travel agency license for my business, [Insert Business Name], located at [Insert Business Address]. We intend to provide comprehensive travel services including itinerary planning, ticketing, and tour packages to both domestic and international destinations.

We have complied with all the necessary requirements outlined by your esteemed office, including [list any relevant documents or requirements met]. Our business aims to promote tourism and provide exceptional service to our clients.

We kindly request your assistance in expediting the review process of our application. If you require any additional information or documents to facilitate this request, please do not hesitate to contact me at [Insert Your Phone Number] or [Insert Your Email Address].

Thank you for considering our request. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Insert Business Name]

[Insert Business Contact Information]