

# Beautician License Renewal Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Board of Cosmetology]

[Board Address]

[City, State, Zip Code]

Dear [Board Member/Director's Name],

I am writing to formally request the renewal of my beautician license, which is set to expire on [Insert Expiration Date]. I have been actively practicing as a licensed beautician for [number of years] and wish to continue serving my clients with the highest standards of service and expertise.

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

1. Completed renewal application form
2. Proof of continuing education hours
3. Payment for the renewal fee

I appreciate your attention to this matter and look forward to your prompt response. Please let me know if you require any additional information.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your License Number]