

Roadside Vendor License Renewal Application

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]

[Recipient Name]

[Department/Office Name]

[City/County/State Government Office]

[Office Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request the renewal of my roadside vendor license, which is set to expire on [Expiration Date]. My previous license number is [License Number].

As a roadside vendor, I have adhered to all regulations and maintained a commitment to providing quality service to our community. I have attached the necessary documents including my identification, proof of health and safety compliance, and a current health certificate.

Please let me know if any additional information or documentation is required to process my renewal. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your time and assistance.

Sincerely,

[Your Name]