

Renewal Application for Employment Agency License

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Licensing Authority Name]

[Licensing Authority Address]

[City, State, Zip Code]

Dear [Licensing Authority Contact Name],

I am writing to formally request the renewal of our employment agency license, issued to [Your Company Name], under license number [License Number]. Our current license is set to expire on [Expiration Date].

Since our last renewal, [Your Company Name] has continued to maintain compliance with all applicable regulations and has upheld the standards of the industry. We have successfully placed [number] candidates in various positions and have received positive feedback from both employers and employees alike.

Please find attached the required documents for the renewal application, including:

- Completed renewal application form
- Proof of continued compliance with regulations
- Payment of requisite fees
- Any additional supporting documents

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

Thank you for your time and consideration.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]