

# Renewal Application for Alcohol Distribution License

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Licensing Authority Name]

[Licensing Authority Address]

[City, State, Zip Code]

Dear [Licensing Authority/Recipient's Name],

I am writing to formally submit my application for the renewal of the alcohol distribution license for [Your Company Name], License Number: [License Number], which is set to expire on [Expiration Date].

Over the past year, [Your Company Name] has adhered to all regulations and requirements while distributing alcohol within [Specify Area/Region]. We have maintained a strong commitment to compliance with state laws and have successfully passed all inspections.

Attached you will find all required documents for the renewal application, including:

- Completed renewal application form
- Proof of current insurance
- Recent financial statements
- Any other required documentation

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

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]