

Request for Alcohol Distribution License

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Title]

[Agency/Organization Name]

[Agency/Organization Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally request an alcohol distribution license for my business, [Your Business Name], located at [Business Address]. We aim to provide quality alcoholic beverages to our customers while adhering to all laws and regulations governing distribution.

Our business will strictly comply with all local, state, and federal regulations concerning alcohol distribution. We have implemented policies to ensure responsible service and adherence to age restrictions.

Attached to this letter are the required documents, including:

- Completed application form
- Proof of ownership or lease agreement
- Copy of my identification
- Background check consent

I appreciate your consideration of my request and look forward to your favorable response. Please feel free to contact me via phone or email should you need any further information or documentation.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position, if applicable]

[Your Business Name]