

Notification of Broker License Renewal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To:

[Broker's Name]

[Broker's Company]

[Company Address]

[City, State, Zip Code]

Dear [Broker's Name],

This letter serves as a formal notification for the upcoming expiration of your real estate broker license. According to our records, your current license is set to expire on [Expiration Date].

Please ensure that you complete the renewal process before the expiration date to maintain your active status. The renewal application can be submitted via [Link or Instructions]. Additionally, please ensure that all required continuing education credits are completed.

If you have any questions or need assistance with the renewal process, do not hesitate to contact us at [Contact Information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]