

# Formal Request for Taxi License Renewal

{ Your Name }

{ Your Address }

{ City, State, Zip Code }

{ Email Address }

{ Phone Number }

{ Date }

Transportation Authority

{ Authority Address }

{ City, State, Zip Code }

## Subject: Request for Taxi License Renewal

Dear [Authority Name],

I am writing to formally request the renewal of my taxi license, which is set to expire on [Expiration Date]. My license number is [License Number]. I have been operating as a taxi driver in [City/Area] for [Number of Years] and have maintained a good record of service.

I have attached all the necessary documents required for the renewal process, including my completed renewal application, a copy of my current insurance, and proof of my recent vehicle inspection.

I kindly ask for your prompt attention to my request, as it is essential for my continuous service to the community. Should you require any further information or documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your consideration.

Sincerely,

{ Your Name }