

Taxi Operating License Renewal Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Current Date]

To Whom It May Concern,

I am writing to formally request the renewal of my taxi operating license, which is due for renewal on [Renewal Due Date]. My license number is [License Number].

Over the past year, I have complied with all regulatory requirements and have maintained a safe and reliable service for my passengers. Attached are the necessary documents required for renewal, including proof of insurance, vehicle inspection certificates, and any other requested materials.

I kindly ask for your assistance in expediting the renewal process, as I am eager to continue serving my community. Please let me know if there are any further steps I need to take or if additional information is required.

Thank you for your time and consideration.

Sincerely,

[Your Name]

[Your Taxi Company Name, if applicable]