

# Request for Taxi Permit Renewal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Department Name]

[City/Town Hall or Relevant Authority]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request the renewal of my taxi permit, which is set to expire on [Expiration Date]. My permit number is [Permit Number].

I have complied with all regulations and requirements during my time operating as a taxi driver, and I am committed to continuing to provide safe and reliable transportation services to the community.

Please let me know if you require any additional information or documentation to process my request. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your consideration.

Sincerely,

[Your Name]