

Taxi Cab License Renewal Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

I am writing to request the renewal of my taxi cab license, which is set to expire on [Insert Expiration Date]. My current license number is [Insert License Number].

As a committed taxi service provider, I have consistently adhered to all regulations and provided safe and reliable transportation to my passengers. I would appreciate your prompt attention to my application for renewal.

Enclosed are the required documents, including:

- Completed renewal application form
- Proof of insurance
- Payment for renewal fee
- Vehicle inspection report

If you require any additional information, please feel free to contact me at the phone number or email address listed above.

Thank you for your attention to this matter.

Sincerely,

[Your Name]