

Taxi License Renewal Notification

Date: [Insert Date]

To: [Taxi Driver's Name]

Address: [Taxi Driver's Address]

Dear [Taxi Driver's Name],

We hope this message finds you well. This is to remind you that your taxi license, with license number [License Number], is due for renewal on [Renewal Date]. To ensure uninterrupted operation and compliance with local regulations, please complete the renewal process by the specified date.

Required documents for renewal:

- Completed renewal application form
- Current taxi insurance certificate
- Proof of vehicle inspection
- Payment for renewal fees

Please submit all documents to the [Relevant Authority/Department] by [Submission Deadline]. If you have any questions or need assistance, feel free to contact us at [Contact Information].

Thank you for your attention to this important matter. We look forward to continuing to work with you.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]