

# Renewal Request for Tour Operator License

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Licensing Authority Name]

[Authority Address]

[City, State, Zip Code]

Dear [Licensing Authority Name],

I am writing to formally request the renewal of our tour operator license, which is set to expire on [Expiration Date]. As a registered tour operator, we have consistently adhered to industry guidelines and regulations, ensuring the safety and satisfaction of our clients.

Over the past year, we have successfully organized numerous tours, including [mention any significant tours or achievements] and have received positive feedback from our clients.

Please find attached the required documents for the renewal process, including our financial statements, insurance details, and any additional information you may need.

We appreciate your attention to this matter and look forward to your prompt response.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]