

# Inquiry About Kennel License Renewal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To Whom It May Concern,

I hope this message finds you well. I am writing to inquire about the process for renewing my kennel license, which is scheduled to expire on [Insert Expiration Date]. I would like to ensure that I complete all necessary steps in a timely manner.

Could you please provide me with the following information:

- Required documentation for renewal
- Any applicable fees
- Deadlines for submission
- Where to send the application

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]