

Kennel License Renewal Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Kennel Licensing Authority Name]

[Office Address]

[City, State, Zip Code]

Dear [Kennel Licensing Authority],

I hope this message finds you well. I am writing to formally request the renewal of my kennel license, which is set to expire on [Insert Expiration Date]. My kennel license number is [Insert License Number].

As a responsible kennel owner, I have ensured that all necessary regulations and standards are upheld throughout the previous licensing period. I have also continued to maintain proper records of all animals in my care and their well-being.

Please let me know if there are any forms, fees, or additional information required for the renewal process. I greatly appreciate your attention to this matter and your continued support of responsible pet ownership.

Thank you for your prompt attention to my request. I look forward to your favorable response.

Sincerely,

[Your Name]

[Your Title/Position (if applicable)]