

# Kennel Permit Renewal Notification

Date: [Insert Date]

Dear [Permit Holder's Name],

This letter serves as a reminder that your kennel permit, issued on [Insert Issue Date], will be expiring on [Insert Expiration Date]. To ensure continued compliance with local regulations, we encourage you to initiate the renewal process at your earliest convenience.

Please complete the renewal application and submit any required documentation by [Insert Renewal Deadline]. Failure to renew your permit may result in penalties or cessation of operations.

If you have any questions or require further assistance, please do not hesitate to contact our office at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Title]  
[Organization Name]  
[Contact Information]