

Renewal Application for Import/Export License

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To:

[Recipient's Name]

[Recipient's Position]

[Department Name]

[Agency/Organization Name]

[Agency Address]

[City, State, Zip Code]

Subject: Application for Renewal of Import/Export License

Dear [Recipient's Name],

I am writing to formally apply for the renewal of our import/export license, which is due to expire on [Insert Expiration Date]. We have been engaged in [brief description of your import/export business] and have complied with all regulations and requirements throughout our licensing period.

Enclosed with this letter are the following documents for your review:

- Completed renewal application form
- Copy of the current import/export license
- Financial statements for the past year
- Proof of tax payments
- Any additional documentation as required

We kindly request that you process this renewal application at your earliest convenience, as we wish to continue our operations without interruption. Should you require any additional information or documentation, please feel free to contact me directly.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]