

Application for Renewal of Liquor Serving Permit

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

To Whom It May Concern,

I am writing to formally apply for the renewal of my liquor serving permit, which is set to expire on [Insert Expiration Date]. My current permit number is [Insert Permit Number].

As the owner/operator of [Your Business Name], located at [Business Address], I have maintained compliance with all applicable laws and regulations regarding the sale and service of alcoholic beverages. We have established a safe and responsible environment for our patrons and employees.

Enclosed with this letter are the necessary documents including my renewal application form, proof of insurance, and any relevant fees as required by the licensing authority.

I would appreciate your prompt attention to my request. Please feel free to contact me if you require any additional information or clarification regarding this renewal application.

Thank you for considering my application. I look forward to your favorable response.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Business Name]