

Formal Request for Serving License Renewal

To Whom It May Concern,

I am writing to formally request the renewal of my serving license, which is set to expire on [Insert Expiration Date]. My license number is [Insert License Number]. I have been committed to maintaining the highest standards of service during my tenure and would like to continue contributing positively in this capacity.

Please find attached the necessary documents, including proof of my recent training and background check, as per the renewal requirements.

I appreciate your attention to this matter and look forward to your prompt response.

Thank you.

Sincerely,
[Your Name]
[Your Address]
[Your Email Address]
[Your Phone Number]