

Inquiry Regarding Liquor License Renewal Process

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Department/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to inquire about the process for renewing our liquor license, which is set to expire on [insert expiration date]. As a responsible business owner, I want to ensure that we comply with all necessary regulations and requirements.

Could you please provide information regarding the following:

- Renewal application process and timeline
- Required documentation and fees
- Any changes to regulations that may affect our renewal

Your assistance in this matter would be greatly appreciated, and I look forward to your prompt response.

Thank you for your attention to this inquiry.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Business Name]