

Liquor License Renewal Request

[Your Name]

[Your Title]

[Your Business Name]

[Your Business Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[City or State Licensing Authority Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request the renewal of our liquor license for [Your Business Name], which is set to expire on [Expiration Date]. We have been in compliance with all regulations and would like to continue serving our valued customers.

During the past year, we have maintained a positive relationship with the community and have adhered to all local ordinances. Enclosed are the necessary documents for your review, including our completed renewal application, proof of insurance, and any applicable fees.

Thank you for your attention to this matter. We look forward to your prompt response so that we may continue our operations without interruption.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]