

# Notice of Liquor License Renewal

Date: [Insert Date]

To: [Insert Recipient Name]

[Insert Recipient Address]

Dear [Insert Recipient Name],

This letter serves as a formal notice regarding the upcoming renewal of your liquor license for [Insert Business Name]. Your current license is set to expire on [Insert Expiration Date], and it is essential to complete the renewal process on or before this date to ensure uninterrupted service.

Please prepare the necessary documentation and fees required for the renewal application. The following documents are typically required:

- Completed renewal application form
- Payment of renewal fees
- Updated proof of liability insurance
- Any additional documents as specified by local regulations

If you have any questions or require assistance with the renewal process, please do not hesitate to contact our office at [Insert Contact Information]. We appreciate your prompt attention to this matter.

Thank you for your continued compliance.

Sincerely,

[Your Name]

[Your Title]

[Insert Organization Name]

[Insert Organization Address]

[Insert Contact Information]