

Alcohol Permit Renewal Application

Date: [Insert Date]

To:

[Insert Name of Licensing Authority]

[Insert Address]

[Insert City, State, Zip Code]

Dear [Insert Name or Title],

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

As a responsible permit holder, I have consistently adhered to all regulations and have maintained a safe and compliant operation. I am committed to continuing to serve our community with high standards and integrity.

Enclosed are the necessary documents required for the renewal process, including:

- Completed renewal application form
- Payment for renewal fee
- Proof of insurance
- Any other required documentation

I appreciate your prompt attention to this matter and look forward to your positive response. If you require any additional information or have any questions, please do not hesitate to contact me at [Insert Phone Number] or [Insert Email Address].

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Business Name]

[Your Business Address]

[Your Business Phone Number]