

Request for Liquor License Extension

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Business Name]

[Your Business Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To Whom It May Concern,

I am writing to formally request an extension for our current liquor license, which is set to expire on [Insert Expiration Date]. Our establishment, [Your Business Name], has been serving the community since [Insert Year] and has maintained a positive reputation for compliance with all local regulations.

Due to [briefly explain the reason for the extension request, e.g., unforeseen circumstances, business expansion plans], we would greatly appreciate your consideration for an extension of our liquor license for an additional [insert duration of extension requested].

We are committed to upholding the standards set forth by the regulatory authorities and will continue to operate within the law.

Thank you for considering our request. We look forward to your favorable response. Should you require any further information or documentation, please do not hesitate to contact me directly.

Sincerely,

[Your Name]

[Your Position]

[Your Business Name]