

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Department/Agency Name]

[Office Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally submit my application for the renewal of my liquor license, which is set to expire on [Expiration Date]. The details of my license are as follows:

License Number: [Your License Number]

Business Name: [Your Business Name]

Business Address: [Your Business Address]

Enclosed with this letter, please find all the required documentation for the renewal process, including:

- Completed renewal application form
- Proof of payment for renewal fees
- Updated insurance certificate
- Any additional documentation as required

I appreciate your attention to this matter and look forward to your favorable reply. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you have any questions or require further information.

Thank you for your support.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Business Name]