

# Renewal Application for Building Code Compliance License

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient Name]

[Recipient Title]

[Department/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request the renewal of my Building Code Compliance License, which is set to expire on [Expiration Date]. I have thoroughly reviewed the requirements for renewal and have ensured all related documentation is prepared and included with this application.

Over the past [duration since last renewal], I have upheld all building code regulations and contributed positively to the community through various projects including [briefly list projects or contributions]. I am committed to continuing compliance with all local building codes and regulations.

Enclosed with this letter, you will find the completed renewal application form, along with the necessary documents and payment for the renewal fee. Should there be any further requirements

or information needed, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for considering my application. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]