

Application for Hospitality Service License

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[Department Name]
[Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally apply for a hospitality service license for my establishment, [Establishment Name], located at [Establishment Address]. We aim to provide exceptional hospitality services, including [briefly describe services offered, e.g., food, accommodation, etc.], and we believe our establishment will greatly contribute to the local community.

As per the guidelines outlined by your esteemed office, I have enclosed the required documents along with this application, including:

- Completed application form
- Proof of identity
- Business plan
- Health and safety certifications
- Proof of business registration

I assure you that we will comply with all regulatory requirements and standards set forth by the hospitality sector. Our team is committed to upholding the highest level of service and safety for our patrons.

Thank you for considering my application. I look forward to your positive response. Should you require any further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Warm regards,
[Your Name]
[Your Title/Position, if applicable]
[Establishment Name]