

Request for Approval of Hospitality Service License

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

Dear [Recipient's Name],

I am writing to formally request your approval for a hospitality service license for [Your Business Name], which aims to provide [describe services, e.g., accommodation, dining, event hosting]. Our establishment is located at [Business Address] and is committed to offering exceptional service and quality to our guests.

We have completed all necessary preparations, including adherence to relevant regulations and obtaining required permits. Attached for your review are our business plan, safety protocols, and other relevant documents that showcase our compliance with industry standards.

We believe that obtaining this license will enable us to significantly contribute to our local community and economy. Your prompt approval of this request would be greatly appreciated.

Thank you for considering our request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Your Business Name]

[Your Phone Number]

[Your Email Address]