

Change Request for Hospitality Service License

Date: [Insert Date]

To,

The Licensing Authority,
[Insert Authority Name]
[Insert Authority Address]

Subject: Request for Change in Hospitality Service License Details

Dear [Insert Authority Name],

I am writing to formally request a change in the details of our hospitality service license, currently registered under [Insert Current License Number].

Details of the change requested:

- Current Business Name: [Insert Current Business Name]
- New Business Name: [Insert New Business Name]
- Current Address: [Insert Current Address]
- New Address: [Insert New Address]
- Current Phone Number: [Insert Current Phone Number]
- New Phone Number: [Insert New Phone Number]

Please find attached the necessary documents supporting this change request. We appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]
[Your Position]
[Your Business Name]
[Your Contact Information]