

# Renewal Application for Hospitality Service License

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Business Name]

[Your Business Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Licensing Authority Name]

[Licensing Authority Address]

[City, State, Zip Code]

Dear [Licensing Authority Name],

I am writing to formally request the renewal of our hospitality service license for [Your Business Name], which is set to expire on [Expiration Date]. We have continuously complied with all regulations and have maintained high standards of service.

Enclosed with this letter are the required documents including:

- Completed renewal application form
- Copy of the current license
- Proof of insurance
- Payment receipt for renewal fee
- Any additional supporting documents

We appreciate your attention to this matter and look forward to your prompt response. If you require any further information or clarification, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Position]

[Your Business Name]