

License Renewal Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Insurance Regulatory Authority's Name]

[Regulatory Authority's Address]

[City, State, Zip Code]

Dear [Regulatory Authority's Contact Person or Department],

I am writing to formally request the renewal of my insurance agent license, which is set to expire on [License Expiration Date]. My license number is [Your License Number].

Over the past few years, I have maintained my commitment to professional development and compliance with industry regulations. I have completed the necessary continuing education credits as required, and I am enclosing copies of the relevant documents for your review.

I appreciate your attention to this matter and look forward to your prompt response regarding the renewal of my license. Should you require any additional information or documentation, please do not hesitate to contact me via the information provided above.

Thank you for considering my request.

Sincerely,

[Your Name]

[Your Job Title]

[Your Association/Agency Name]