

Request for Renewal of Insurance Licensing

Date: [Insert Date]

To: [Insurance Regulatory Authority Name]

Address: [Insurance Regulatory Authority Address]

Dear [Recipient's Name],

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

As a dedicated insurance professional, I have consistently strived to uphold the standards and ethics of our industry. Over the past [Insert Duration], I have engaged in [Briefly Mention Relevant Experience or Achievements], which underscores my commitment to providing quality service to my clients.

Enclosed with this letter are the necessary documents required for the renewal process, including [List any Enclosed Documents, e.g., renewal application form, proof of CE credits, etc.].

I appreciate your attention to this matter and look forward to your prompt response. Should you require any additional information, please feel free to contact me at [Insert Phone Number] or [Insert Email Address].

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company Name]

[Your Company Address]