

Request for Extension of Landscape Architecture License

Date: [Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request an extension of my landscape architecture license, which is set to expire on [Expiration Date]. Due to [reason for extension request], I am unable to renew my license by the current deadline.

I have been actively engaged in [your work/project details] during this period and believe that my contributions to the field meet the requirements for an extension. I kindly ask for your consideration of this request.

Thank you for your attention to this matter. I look forward to your positive response.

Sincerely,

[Your Name]

[Your License Number]