

# Pet Grooming License Extension Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

I am writing to formally request an extension of my pet grooming license, which is set to expire on [Insert Expiration Date]. Due to [brief explanation of circumstances, e.g., personal reasons, health issues, etc.], I am unable to renew it by the current deadline.

I am committed to maintaining the highest standards of care and service in my grooming business and appreciate your understanding in this matter. I kindly ask for an extension until [Insert Desired Extension Date] to complete the necessary requirements for renewal.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Business Name]