

Pet Grooming License Renewal Documentation

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

To Whom It May Concern,

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

As a dedicated pet groomer for [number] years, I have continually adhered to all regulations and standards set forth by [Regulatory Body/Department]. Enclosed are the necessary documents, including:

- Completed Renewal Application Form
- Proof of Continuing Education (if applicable)
- Copy of Current Insurance Policy
- Payment for Renewal Fees

Please let me know if any additional information or documentation is required to process my renewal request. I look forward to your prompt response so that I can continue providing quality grooming services to my clients and their beloved pets.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Business Name (if applicable)]