

Request for Pet Grooming License Renewal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[City/County Licensing Department]

[Department Address]

[City, State, Zip Code]

Dear [Recipient's Name or Licensing Department],

I hope this message finds you well. I am writing to formally request the renewal of my pet grooming license, which is set to expire on [Insert Expiration Date]. My license number is [Insert License Number].

As a dedicated pet groomer, I have consistently adhered to all the regulations and standards set forth by the licensing authority. I have completed the necessary continuing education requirements and have maintained all relevant health and safety protocols within my grooming practice.

I kindly request guidance regarding any additional documents or fees that may be required for the renewal process. I look forward to your swift response, as I wish to continue providing quality grooming services to my clients and their pets.

Thank you for your attention to this matter.

Sincerely,

[Your Name]