

Inquiry About Nutritionist License Renewal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

To Whom It May Concern,

I hope this message finds you well. I am writing to inquire about the renewal process for my nutritionist license, which is set to expire on [Insert Expiration Date]. As a committed professional in the field, I want to ensure that I complete all necessary steps in a timely manner.

Could you please provide me with information regarding:

- The required documentation for renewal
- Any continuing education requirements
- The fee structure for the renewal process
- The timeline for processing my renewal application

I appreciate your assistance and look forward to your prompt response so that I can proceed accordingly.

Thank you for your attention to this matter.

Sincerely,

[Your Name]