

# Letter of Renewal for Dairy Distribution Permit

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Date]

[Permit Authority Name]  
[Authority Address]  
[City, State, Zip Code]

Dear [Permit Authority Name],

I am writing to formally request the renewal of our Dairy Distribution Permit, currently set to expire on [Expiration Date]. Our business, [Your Business Name], has been committed to providing high-quality dairy products to our community, and we are eager to continue our operations without interruption.

Over the past year, we have upheld all regulations and standards set forth by your office and ensured the highest quality in our distribution practices. Attached to this letter, please find the necessary documentation required for the renewal process:

- Completed renewal application form
- Proof of compliance with health regulations
- Payment for renewal fee
- Recent inspection reports

We appreciate your consideration of our request and look forward to your positive response. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Position]  
[Your Business Name]