

Request for Extension of Commercial Fishery License

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Department/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request an extension of my commercial fishery license (License Number: [Insert License Number]) which is set to expire on [Insert Expiration Date]. Due to [briefly explain reason for extension request], I am seeking an additional [number of months/years] to continue my operations without interruption.

Throughout the duration of my license, I have complied with all regulations and maintained a sustainable fishing practice. I believe that extending my license will not only support my business but also contribute positively to the local economy and community.

I kindly ask for your consideration of my request and would appreciate any assistance you can provide in this matter. I am willing to provide any necessary documentation or information required to support my application.

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

Sincerely,

[Your Name]

[Your Title/Position if applicable]

[Your Company Name if applicable]