

Notification for Mineral Extraction Permit Renewal

Date: [Insert Date]

To: [Insert Recipient's Name]

[Insert Recipient's Address]

Dear [Insert Recipient's Name],

We are writing to inform you that your mineral extraction permit, issued on [Insert Original Permit Date], is due for renewal on [Insert Renewal Date]. We appreciate your continued adherence to the terms and conditions outlined in the permit.

To facilitate a smooth renewal process, please submit the following documentation by [Insert Submission Deadline]:

- Completed renewal application form
- Updated environmental impact assessment
- Proof of compliance with previous permit conditions

If you have any questions or require assistance, please do not hesitate to contact us at [Insert Contact Information]. We look forward to your prompt response.

Sincerely,

[Insert Your Name]

[Insert Your Position]

[Insert Organization Name]

[Insert Organization Address]

[Insert Organization Phone Number]

[Insert Organization Email]