

# Occupational License Renewal Application

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Licensing Authority Name]

[Licensing Authority Address]

[City, State, Zip Code]

Dear [Licensing Authority Name],

I hope this message finds you well. I am writing to formally apply for the renewal of my occupational license, which is set to expire on [Expiration Date].

My details are as follows:

- License Number: [Your License Number]
- Occupation: [Your Occupation]
- Years of Experience: [Your Years of Experience]

Enclosed with this letter are the required documents for your review:

- Completed Renewal Application Form
- Proof of Continuing Education
- Renewal Fee Payment

I appreciate your prompt attention to this matter. If you require any additional information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance.

Sincerely,

[Your Name]