

# Occupational License Renewal Checklist

Date: \_\_\_\_\_

To: \_\_\_\_\_

Address: \_\_\_\_\_

Dear [Name],

As part of the occupational license renewal process, please follow the checklist below to ensure all necessary steps are completed:

- Complete the renewal application form.
- Submit proof of continuing education or training hours.
- Provide updated personal identification (e.g., driver's license, passport).
- Pay the renewal fee of \$\_\_\_\_\_.
- Submit any additional documentation as required for your occupation.
- Review and comply with any new regulations applicable to your profession.

Please ensure that all items are completed and submitted by the renewal deadline of \_\_\_\_\_.

If you have any questions or require assistance, please do not hesitate to contact our office at \_\_\_\_\_.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]