

Occupational License Renewal Notification

Date: [Insert Date]

To: [License Holder's Name]

[License Holder's Address]

Dear [License Holder's Name],

This letter serves as a reminder that your occupational license is due for renewal on [Insert Renewal Date]. Please ensure that all necessary documentation is submitted by this date to maintain your active status.

Please find the following details related to your license:

- License Number: [Insert License Number]
- License Type: [Insert License Type]
- Expiration Date: [Insert Expiration Date]

To renew your license, please complete the attached renewal application and submit it along with the renewal fee. For any questions or assistance, feel free to contact us at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]