

Occupational License Renewal Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Licensing Authority Name]

[Authority Address]

[City, State, Zip Code]

Dear [Licensing Authority Name/Title],

I am writing to formally request the renewal of my occupational license for [Your Profession/Job Title]. My current license, bearing the number [License Number], is set to expire on [Expiration Date].

During the past licensing period, I have continued to adhere to all regulatory requirements and have maintained my professional credentials. I am committed to upholding the standards of our profession and providing high-quality service to my clients.

I have attached all necessary documentation required for the renewal process, including [list any documents, e.g., proof of continuing education, application form, fees, etc.].

I appreciate your attention to this matter and look forward to your prompt response regarding my application for renewal. Thank you for your consideration.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Business Name, if applicable]