

# Occupational License Renewal Submission

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally submit my application for the renewal of my occupational license, which is set to expire on [Expiration Date].

Attached to this letter, you will find all required documents, including:

- Completed renewal application form
- Proof of continuing education
- Payment for renewal fees

Thank you for your attention to this matter. Please let me know if you require any additional information or documentation.

Sincerely,

[Your Name]