

Occupational License Renewal Update

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request an update regarding the renewal of my occupational license, which is due for renewal on [Renewal Date]. I have submitted all required documentation and fees as per your guidelines.

Could you please provide me with the status of my application? I appreciate your assistance in this matter.

Thank you for your attention to this request. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Job Title]