

Business License Renewal Application

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Department/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request the renewal of my business license for [Business Name] located at [Business Address]. My current license is set to expire on [Expiration Date], and I would like to ensure there is no lapse in my business operations.

Details of the business are as follows:

- Business Name: [Business Name]
- License Number: [License Number]
- Type of Business: [Type of Business]
- Owner's Name: [Your Name]

Enclosed are the necessary documents for the renewal process, including:

1. Completed renewal application form
2. Payment for renewal fee
3. Proof of insurance
4. Any additional required documents

Thank you for your attention to this matter. I look forward to your prompt response regarding the renewal of my business license.

Sincerely,

[Your Name]

[Your Position, if applicable]

[Business Name]