

Business License Renewal Application

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To Whom It May Concern,

I am writing to formally request the renewal of our business license for [Your Company Name], which is due to expire on [Expiration Date]. We are committed to complying with all local regulations and maintaining high standards in our operations.

Please find attached the necessary documents required for the renewal process. If you need any additional information or have any questions, do not hesitate to contact me.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Position]

[Your Company Name]