

# Business License Renewal Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Licensing Authority's Name]

[Licensing Authority's Title]

[Licensing Authority's Department]

[Licensing Authority's Address]

[City, State, Zip Code]

Dear [Licensing Authority's Name],

I am writing to formally request the renewal of our business license for [Your Company Name], which is set to expire on [Expiration Date]. We have been operating successfully since [Year of Establishment] and are committed to adhering to all regulations and standards set forth by your office.

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

- [List Document 1]
- [List Document 2]
- [List Document 3]

We appreciate your attention to this matter and look forward to your prompt response. Should you require any additional information or documents, please do not hesitate to contact me at [Your Phone Number] or [Your Email].

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]