

Business License Renewal Submission

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Business Name]

[Your Business Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Position]

[City/County Business License Department]

[Department Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally submit my application for the renewal of the business license for [Your Business Name]. Our business registration number is [Business Registration Number].

We have enclosed the required documents and payment as per the guidelines outlined in the renewal process. Please let us know if there are any additional steps or information needed to process our application.

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

Sincerely,

[Your Signature (if sending hard copy)]

[Your Name]

[Your Position]

[Your Business Name]

[Contact Information]