

Follow-Up on Business License Renewal

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email Address]

Phone: [Your Phone Number]

To: [Recipient's Name]

[Recipient's Position]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the status of our business license renewal, which we submitted on [Insert Submission Date]. As our renewal deadline approaches, we want to ensure that all necessary documentation has been received and is being processed.

If there are any outstanding requirements or additional information needed on our part, please do not hesitate to reach out. We appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]