

Formal Request for Business License Renewal

Date: [Insert Date]

[Your Name]
[Your Title]
[Your Company Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Licensing Authority Name]
[Authority Address]
[City, State, Zip Code]

Dear [Licensing Authority 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 under this license since [Original License Date], and we are committed to complying with all local regulations and requirements.

Please find attached the necessary documentation required for the renewal process. Should you need any further information or clarification, feel free to contact me at your earliest convenience.

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

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]