

# **Inquiry Regarding Business License Renewal**

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Office/Department Name]

[City/County Business License Office]

[Office Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to inquire about the renewal process for my business license which is set to expire on [Insert Expiration Date]. I would like to ensure that all necessary forms and fees are completed and submitted in a timely manner.

Could you please provide me with the information required for the renewal process, including any deadlines, fees, and specific documents that need to be submitted?

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Business Name]