

# Application for Professional License Renewal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To:

[Licensing Board/Authority Name]

[Office Address]

[City, State, Zip Code]

Dear [Licensing Board/Authority Name],

I am writing to formally request the renewal of my professional license, [License Number], which is set to expire on [Expiration Date]. I have attached all required documentation and fees as per the renewal requirements outlined on your website.

In the past years, I have actively maintained my continuing education credits and have been committed to upholding the standards of our profession. I appreciate your consideration of my application and hope to continue serving in my capacity as a licensed [Your Profession].

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

Sincerely,

[Your Name]

[Your Job Title]