

# License Renewal Notice

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

Dear [Recipient Name],

This is a reminder that the renewal of your license is due soon. Please ensure that you complete your renewal before the deadline of [Insert Deadline Date].

Failure to submit your renewal application by this date may result in penalties or suspension of your license.

For any inquiries or assistance, feel free to contact us at [Insert Contact Information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]