

License Renewal Notification

Date: [Insert Date]

To: [Licensee Name]

Address: [Licensee Address]

Dear [Licensee Name],

This letter serves as a notification regarding the upcoming expiration of your [Type of License] license, which is set to expire on [Expiration Date]. In order to maintain your licensing status, please be reminded of the following renewal requirements:

- Complete the attached renewal application form.
- Submit the renewal fee of [Fee Amount].
- Provide proof of continuing education credits (if applicable).
- Submit any additional documents as specified on the renewal form.

Please make sure to submit all required documents by [Submission Deadline] to avoid any lapse in your licensing status.

If you have any questions or need further assistance, feel free to contact our office at [Phone Number] or [Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]