

Overdue License Compliance Notice

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

This is a formal notice regarding the compliance of your license for [specify license type], which is now overdue. Our records indicate that your license was due for renewal on [insert due date]. As of today, it remains unrenewed.

To avoid any penalties or disruptions to your services, please ensure that your renewal is completed by [insert new deadline]. You may submit your renewal application via [insert submission method].

If you have already submitted your renewal, please disregard this notice. For any questions or assistance regarding the renewal process, do not hesitate to contact us at [insert contact information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]