

# Letter of Submission for Professional Accreditation Renewal

Date: [Insert Date]

[Your Name]  
[Your Position]  
[Your Organization]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Accrediting Organization Name]  
[Accrediting Organization Address]  
[City, State, Zip Code]

Dear [Accrediting Organization Contact Name],

I am writing to formally submit my application for the renewal of my professional accreditation in [Specify Field/Discipline], which is due for renewal on [Insert Expiration Date]. I have attached the required documentation as per your guidelines.

Throughout the past [Number of Years] years, I have continued to engage in professional development activities, including [List Specific Activities or Achievements to Highlight]. I believe these experiences further exemplify my commitment to excellence in my field.

Please find the following documents enclosed for your review:

- [Document 1]
- [Document 2]
- [Document 3]

I appreciate your consideration of my renewal application and look forward to the opportunity to continue contributing to the standards of our profession.

Thank you for your attention to this matter. Please do not hesitate to contact me should you require any further information.

Sincerely,

[Your Name]  
[Your Position]