

Application for Contractor Local Business License Renewal

Date: [Insert Date]

[Your Name]

[Your Business Name]

[Your Business Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Local Business Licensing Authority Name]

[Authority Address]

[City, State, Zip Code]

Dear [Authority Contact Name],

I am writing to formally apply for the renewal of my local business contractor license, which is due to expire on [Insert Expiration Date]. My license number is [Insert License Number].

As a dedicated contractor within this community, I have maintained compliance with all local regulations and have consistently provided quality services to my clients. I request the renewal of my license to ensure uninterrupted business operations.

Please find attached all required documentation, including:

- Completed renewal application form
- Proof of insurance
- Continuing education certificates
- Any other relevant documents

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

Sincerely,

[Your Name]

[Your Business Name]