

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

[Recipient Name]  
[Recipient Title]  
[Local Business Licensing Department]  
[Office Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to follow up on the renewal of my contractor local business license, which was submitted on [submission date]. As the expiration date approaches, I wanted to ensure that all necessary documents have been received and that there are no outstanding issues that need to be addressed.

I appreciate your attention to this matter and look forward to your prompt response regarding the status of my application. Thank you for your assistance in facilitating the timely renewal of my licensing.

Best regards,

[Your Name]  
[Your Title/Position]  
[Your Company Name]