

Inquiry for Contractor Local Business License Renewal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[City/County Licensing Office Name]

[Office Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the renewal process for my contractor local business license, which is due for renewal soon. As a licensed contractor operating in [City/County Name], it is vital for me to maintain compliance with all regulations and continue serving our community effectively.

Could you please provide me with the following information:

- The current requirements for renewal
- The renewal application process and any associated fees
- Any deadlines I should be aware of

Thank you for your assistance regarding this matter. I look forward to your prompt response so that I can ensure my license remains in good standing.

Best regards,

[Your Name]

[Your Business Name]

[Your Business License Number]