

Notification of Local Business License Renewal

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

Dear [Contractor's Name],

We hope this message finds you well. This is a friendly reminder that your local business license for [Contractor's Business Name] is set to expire on [Expiration Date]. To ensure uninterrupted service and compliance with local regulations, we encourage you to complete the renewal process at your earliest convenience.

Please review the following renewal instructions:

- Visit [Renewal Website Link]
- Complete the necessary forms
- Submit any required documentation
- Pay the renewal fee of [Insert Amount]

If you have any questions or need assistance, feel free to reach out to us at [Phone Number] or [Email Address]. We appreciate your prompt attention to this matter.

Thank you for your continued partnership!

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]