

# Letter of Submission for Local Business License Renewal

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

[Date]

[Local License Authority Name]  
[Authority Address]  
[City, State, Zip Code]

Dear [Local License Authority Name or Title],

I am writing to formally submit my application for the renewal of my local business contractor license, which is set to expire on [Expiration Date]. My business, [Your Business Name], has been operating in compliance with local regulations and is committed to maintaining high standards of service and quality.

Enclosed with this letter are the necessary documents required for the renewal process, including:

- Completed application form
- Proof of insurance
- Payment for renewal fee
- Any additional required documents

Thank you for considering my application. I look forward to your prompt processing of my renewal request. Please do not hesitate to contact me at [Your Phone Number] or [Your Email Address] if you require any further information.

Sincerely,

[Your Name]  
[Your Title/Position]  
[Your Business Name]