

Alcohol License Transfer Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Agency/Organization Name]

[Agency Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request the transfer of my alcohol license, license number [Insert License Number], from [Current Business Name or Address] to [New Business Name or Address]. This transfer is necessary due to [brief explanation of reason for transfer].

All requisite documentation is enclosed, including [list any enclosed documents, such as forms, identification, etc.]. I understand the importance of complying with all regulations and assure you that all mandatory procedures will be adhered to during this transfer process.

Thank you for your attention to this matter. I look forward to your prompt response so that we may proceed with the transfer as soon as possible.

Sincerely,

[Your Name]

[Your Title or Position, if applicable]

[Your Business Name, if applicable]