

# Alcohol License Renewal Notification

Date: [Insert Date]

To: [Insert Licensee's Name]

[Insert Licensee's Address]

Dear [Licensee's Name],

This letter serves as a notification for the upcoming renewal of your alcohol license (License No: [Insert License Number]). According to our records, your current license will expire on [Insert Expiration Date].

To ensure uninterrupted operation, please complete the renewal process by [Insert Renewal Deadline]. The following documents will need to be submitted:

- Completed application form
- Proof of payments
- Any additional required documentation

If you have any questions, feel free to contact us at [Insert Contact Information]. We appreciate your attention to this matter.

Thank you for your cooperation.

Sincerely,

[Insert Your Name]

[Insert Your Position]

[Insert Organization Name]

[Insert Organization Contact Information]