

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Department Name]

[Office Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally appeal for the consideration of my expired rental license (License Number: [Your License Number]) which lapsed on [Expiration Date].

Due to [briefly explain reasons for expiration, e.g., unforeseen circumstances, personal hardships], I was unable to renew my license on time. I fully understand the importance of compliance with local regulations and take my responsibilities as a landlord seriously.

I respectfully request your understanding in allowing me the opportunity to renew my expired rental license. I am committed to rectifying this matter swiftly and will ensure that all required documentation and fees are submitted immediately upon your guidance.

I appreciate your time and consideration in reviewing my appeal. I look forward to your favorable response to allow me to continue my commitment to providing quality housing to my tenants.

Thank you for your attention to this matter.

Sincerely,

[Your Name]