

Request for Assistance: Expired Rental License Renewal

Date: [Insert Date]

To Whom It May Concern,

I hope this message finds you well. I am writing to formally request assistance regarding the renewal of my expired rental license for the property located at [Insert Property Address]. My license expired on [Insert Expiration Date], and I would like to initiate the renewal process as soon as possible.

Due to [briefly explain reason for delay, e.g., unforeseen circumstances, oversight, etc.], I was unable to renew the license before the expiration date. I understand the importance of maintaining an active rental license and am committed to complying with all necessary regulations.

I kindly ask for your guidance on the steps I need to take to renew my license and any potential penalties I may need to address. Your assistance in this matter would be greatly appreciated, as it will help me continue to provide safe and compliant housing for my tenants.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Address]