

Clarification Request for Rental License Renewal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient Name]

[Office/Department Name]

[Office Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to request clarification regarding the requirements for the renewal of my rental license, which is due to expire on [Insert Expiration Date].

While I have gathered the necessary documentation and completed the initial procedures, I am unsure about the following aspects:

- [Specify the first item needing clarification]
- [Specify the second item needing clarification]
- [Specify any additional items needing clarification]

Understanding these requirements will help ensure that my application is processed smoothly and timely. I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your time and attention.

Sincerely,

[Your Name]