

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my concern regarding the expiration of my rental license, which occurred on [Expiration Date]. I submitted my renewal application on [Submission Date], and I have yet to receive confirmation of its processing.

As a responsible property owner, I understand the importance of maintaining compliance with local regulations, and I am eager to ensure my rental property meets all required standards. The delay in processing my renewal not only affects my ability to legally rent my property but also causes uncertainty for my tenants.

I kindly request an update on the status of my application and any assistance you can provide in expediting the renewal process. Thank you for your attention to this matter, and I look forward to your prompt response.

Sincerely,

[Your Name]