

Inquiry Regarding Expired Rental License Renewal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Agency/Organization Name]

[Agency Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the status of the renewal of my rental license, which has unfortunately expired as of [insert expiry date]. I submitted my renewal application on [insert application date], and I would like to confirm if it is being processed and if there are any additional steps required from my side.

As I am eager to ensure compliance with local regulations for my rental property located at [insert property address], I would greatly appreciate any updates you could provide regarding my application status.

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

Sincerely,

[Your Name]