

Notice of Expired Rental License

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

This letter serves as a notification that your rental license for the property located at [Property Address] has expired as of [Expiration Date]. It is important to ensure that your rental license is renewed promptly to avoid any penalties or interruptions in your rental activities.

We kindly request that you submit your renewal application along with any necessary documentation by [Renewal Deadline]. Detailed instructions for the renewal process can be found on our website or by contacting our office.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Office/Organization]

[Contact Information]