

Urgent Request for Renewal of Expired Rental License

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Department/Office Name]

[City/County Office Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to urgently request the renewal of my rental license, which has expired as of [Expiration Date]. Due to unforeseen circumstances, I was unable to complete the renewal process before the deadline.

As a responsible landlord, I understand the importance of compliance with rental regulations and assure you that I am committed to addressing any requirements necessary for the renewal.

I kindly ask that you expedite the review process for my application as my rental activities are currently impacted. I am prepared to provide any additional documentation you may need to facilitate this request.

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

Sincerely,

[Your Name]