

[Your Name]
[Your Title]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Recipient Company]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Application for Business License/Permit

I am writing to formally apply for a business license/permit for [Your Business Name], which is located at [Business Address].

[Insert a brief introduction of your business, including the nature of your products/services and your target market.]

As part of the application process, I have enclosed the required documentation, including [list any documents such as business plan, financial statements, etc.].

I appreciate your consideration of my application. Please let me know if you require any further information or documentation. I look forward to your approval and am eager to contribute positively to the local business community.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title]
[Your Company]