

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

Dear [Recipient Name],

Subject: Business License Approval for [Your Business Name]

I am writing to formally acknowledge the approval of my business license for [Your Business Name]. I appreciate the time and resources that the [City/County Office Name] has invested in reviewing my application, submitted on [Submission Date].

The approval allows me to operate in accordance with all local regulations and guidelines. I confirm that I will comply with all necessary rules governing my business, including any inspections or permits that may be required.

Thank you once again for your support and assistance throughout this process. I look forward to contributing positively to our community with [Your Business Name].

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Business Name]