

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

[Licensing Authority Name]
[Authority Address]
[City, State, Zip Code]

Subject: License Renewal Application

Dear [Licensing Authority Name],

I hope this letter finds you well. I am writing to formally request the renewal of my [Type of License] which is set to expire on [Expiration Date]. My license number is [License Number].

I have attached all necessary documents required for the renewal process, including:

1. Completed renewal application form
2. Payment receipt for renewal fee
3. Any additional documents as required (e.g., proof of continuing education, updated identification)

I appreciate your prompt attention to this matter and kindly request confirmation of my application status at your earliest convenience.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]