

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[License Issuing Authority Name]

[Authority Address]

[City, State, Zip Code]

Subject: License Renewal Application

Dear [Recipient's Name or "To Whom It May Concern"],

I am writing to formally request the renewal of my [specify license type] license, which is set to expire on [expiration date]. My license number is [license number].

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

1. Completed application form
2. Copy of current license
3. [Any other required documents]

I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your consideration.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title/Position, if applicable]