

[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]