

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request the renewal of my [specific license name] license, which is set to expire on [expiration date].

I have attached all the necessary documents required for the renewal process, including [list any documents such as proof of continuing education, application form, payment, etc.].

I appreciate your attention to this matter and look forward to your prompt response to facilitate my license renewal. Should you need any additional information, please feel free to contact me at [your phone number] or [your email address].

Thank you for your assistance.

Sincerely,

[Your Name]  
[Your Title/Profession (if applicable)]