

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

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

Subject: Application for FX License Renewal

Dear [Licensing Authority/Specific Person's Name],  
I hope this letter finds you well. I am writing to formally request the renewal of my Foreign Exchange License [License Number], which is set to expire on [Expiration Date].

As per the regulations, I have ensured that all requirements for renewal have been met, including [list any relevant documents or compliance checks, e.g., submission of financial statements, proof of continuing education, etc.].

I have attached the necessary documents for your review:

1. [Document 1]
2. [Document 2]
3. [Document 3]

I kindly ask you to process my application at your earliest convenience. Please let me know if you require any additional information or further documentation.

Thank you for your attention to my request. I look forward to your prompt response.

Sincerely,

[Your Name]  
[Your Position]  
[Company Name]  
[Company Address]