

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

[Recipient Name]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],
Subject: Renewal of LNB

I hope this message finds you well. I am writing to formally request the renewal of my License/Registration Number [Your LNB Number] which is set to expire on [Expiration Date].

I have greatly appreciated the benefits and support provided by your organization throughout the duration of my current license. I am eager to continue working within this capacity and am committed to complying with all regulations and guidelines.

Please find attached the necessary documents for the renewal process. Should you need any further information or clarification, feel free to contact me at your earliest convenience.

Thank you for your attention to this matter. I look forward to your prompt response.

Best regards,

[Your Name]
[Your Position/Title, if applicable]
[Your Company/Organization Name, if applicable]