

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

Subject: Update of TLC License Information

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally update the information associated with my TLC license, [License Number].

The details that need to be updated are as follows:

1. ****Name Change****:
 - From: [Old Name]
 - To: [New Name]
2. ****Address Change****:
 - From: [Old Address]
 - To: [New Address]
3. ****Contact Information****:
 - Phone: [New Phone Number]
 - Email: [New Email Address]

Please let me know if you require any further documentation or information to process this update.

Thank you for your attention to this matter. I look forward to your confirmation of these changes.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]