

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

Vermont Secretary of State  
Office of Professional Regulation  
Barbering and Cosmetology Board  
[Office Address]  
[City, State, Zip Code]

Subject: License Renewal Request for Barbershop

Dear [Barbering and Cosmetology Board/Specific Contact Name],

I hope this letter finds you well. I am writing to request the renewal of my barbershop license, [License Number], which is currently set to expire on [Expiration Date]. My barbershop, [Barbershop Name], has been operating in [Location] for [Number of Years] years, and I am committed to maintaining the high standards required by the State of Vermont.

I have enclosed the following documents for your review:

1. Completed renewal application form
2. Payment for the renewal fee (\$[Amount])
3. Proof of continuing education courses completed
4. Copies of any required inspections or compliance documents

Please let me know if any additional information or documentation is needed to process my renewal request. I look forward to continuing to serve the community and upholding the state's regulations.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Title/Position]  
[Barbershop Name]  
[Barbershop Address]  
[City, State, Zip Code]