

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

Dear [Recipient Name],

Subject: Renewal of Pet Shop License

I hope this letter finds you well. I am writing to formally request the renewal of my pet shop license for [Your Pet Shop Name], located at [Shop Address], which is set to expire on [Expiration Date].

As a valued contributor to our community, we have continued to provide exceptional care and service to our customers and their pets. I am committed to complying with all local regulations and maintaining the highest standards of animal welfare in my establishment.

Please find enclosed the necessary documents for the renewal process, including:

1. Completed renewal application form
2. Proof of compliance with safety and health regulations
3. Payment for the renewal fee

Should you require any additional information or documentation, please do not hesitate to contact me. I appreciate your prompt attention to this matter and look forward to your favorable response.

Thank you for your continued support.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Pet Shop Name]