

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

Vermont Secretary of State  
Business Services Division  
128 State Street  
Montpelier, VT 05609

Subject: Business License Renewal for [Your Business Name]

Dear Sir/Madam,

I am writing to formally request the renewal of my business license for [Your Business Name], which is registered under the license number [License Number].

My business has been operational at [Business Address] since [Year]. We have complied with all local and state laws and regulations during this period.

Please find enclosed the renewal application form along with the necessary fees. Should you need any additional information or documentation, please feel free to contact me at [Your Phone Number] or [Your Email Address].

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

Sincerely,

[Your Name]  
[Your Title]  
[Your Business Name]