

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Vermont Licensing Board/Department Name]
[Office Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to request the renewal of my architectural license, which is due to expire on [expiration date]. My license number is [license number].

In compliance with the Vermont Board's requirements, I have completed the necessary continuing education hours and am enclosing the documentation for your review. I have also attached the renewal application and the required fees.

Please find the following documents included:

1. Completed renewal application
2. Proof of continuing education credits
3. Payment for renewal fee

I appreciate your attention to this matter and look forward to continuing my practice in Vermont. Should you require any additional information or clarifications, please feel free to contact me at the provided phone number or email address.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your License Number]