

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

Virginia Department of Taxation  
P.O. Box 1115  
Richmond, VA 23218-1115

Subject: Tax License Renewal Request

Dear [Tax Office/Specific Name],

I hope this letter finds you well. I am writing to request the renewal of my tax license, [License Number], which is due for renewal on [Expiration Date].

I have enclosed the necessary documents and payment for the renewal fee as required. Please find the following items attached:

1. Completed renewal application form
2. Payment of [\$Amount]
3. [Any other supporting documents, if required]

If you require any additional information or documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

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

Sincerely,

[Your Name]  
[Your Title/Business Name, if applicable]