

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

[Recipient's Name]  
[Recipient's Title]  
[Department or Organization Name]  
[Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Renewal of Alcohol License for [Your Establishment Name]

1. **\*\*Introduction\*\***

- Briefly introduce yourself and your establishment.
- State the purpose of the letter (renewal of alcohol license).

2. **\*\*License Information\*\***

- Provide details of the current alcohol license (license number, type of license, expiration date).

3. **\*\*Compliance Statement\*\***

- Confirm compliance with all state and local laws and regulations regarding alcohol sales.
- Mention any training or certifications completed by staff.

4. **\*\*Changes or Updates\*\***

- Outline any changes or updates since the last renewal (e.g., management changes, location updates).

5. **\*\*Supporting Documents\*\***

- List any supporting documents included with the renewal application (e.g., financial statements, proof of insurance).

6. **\*\*Request for Renewal\*\***

- Formally request the renewal of the alcohol license.
- Express willingness to provide any additional information if needed.

7. **\*\*Closing\*\***

- Thank the recipient for their attention to this matter.
- Provide your contact information for follow-up.

Sincerely,

[Your Name]  
[Your Title]  
[Your Establishment Name]