

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

Vermont Agency of Education
[P.O. Box or Street Address]
[City, State, ZIP Code]

Dear [Recipient's Name or "Licensing Coordinator"],

Subject: Application for Renewal of Vermont Teaching License

I hope this message finds you well. I am writing to formally request the renewal of my Vermont teaching license, which is set to expire on [Expiration Date].

My current license is for [Subject/Grade Level] and has enabled me to contribute to the education of my students at [School Name] for the past [number of years]. I am committed to continually enhancing my pedagogical skills and providing quality education.

As part of my renewal application, I have attached the following documents for your review:

1. Completed License Renewal Application Form
2. Proof of Professional Development Hours (including certificates and transcripts)
3. [Any additional supporting documents]

I have fulfilled the renewal requirements by completing [Number] hours of professional development, which includes [briefly outline courses or workshops attended].

Please let me know if you require any additional information or documentation to process my application. I appreciate your attention to this matter and look forward to your confirmation regarding my license renewal.

Thank you for your time and assistance.

Sincerely,

[Your Name]
[Your Current Position]
[School Name]