

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Department/Agency Name]
[Address]
[City, State, Zip Code]

Subject: Utility License Renewal Request

Dear [Recipient Name],

I am writing to formally request the renewal of my utility license, originally issued on [Original License Issue Date], with the license number [License Number]. As per the regulations set forth by the [Relevant Department/Agency], I have ensured compliance with all requirements and sought to maintain the highest standards in my operations.

Enclosed with this letter are the necessary documents:

1. Completed renewal application form
2. Proof of payment for the renewal fee
3. Copies of any required certifications or documents
4. [Any additional documentation required]

I kindly request that you process my renewal application at your earliest convenience. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your consideration.

Sincerely,

[Your Name]
[Your Title/Position, if applicable]
[Your Company Name, if applicable]