

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

[Licensing Board Name]  
[Board Address]  
[City, State, Zip Code]

Dear [Licensing Board/Official's Name],

Subject: Application for Renewal of Professional License

I hope this letter finds you well. I am writing to formally request the renewal of my professional license, [License Type/Number], which is set to expire on [Expiration Date].

I have attached the necessary documentation and fees required for the renewal process, including:

- Completed renewal application form
- Proof of Continuing Education (if applicable)
- Payment of renewal fee

As a [Your Profession], I have actively [Briefly describe your professional activities, contributions, or any relevant experience since your last renewal]. I am committed to maintaining high professional standards and continuing my education in the field.

Please let me know if any additional information is required. Thank you for your attention to this matter, and I look forward to your prompt response.

Sincerely,

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