

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

Vermont Real Estate Commission

[Commission Address]
[City, State, ZIP Code]

Dear Vermont Real Estate Commission,

I am writing to formally request the renewal of my real estate license, which is set to expire on [expiration date]. My license number is [your license number].

Attached to this letter are the required documents for renewal, including:

1. Proof of completed continuing education courses.
2. Renewal application form.
3. Payment for the renewal fee.

I appreciate your attention to this matter and look forward to continuing my practice in Vermont real estate. Please do not hesitate to contact me if you need any additional information.

Thank you for your prompt attention to my request.

Sincerely,

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