

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

Dear [Recipient Name],

Subject: Request for Renewal of VT Occupational License

I hope this message finds you well. I am writing to formally request the renewal of my Vermont occupational license, which is set to expire on [expiration date]. My current license number is [license number].

I have enclosed all necessary documentation, including [list any required documents, such as proof of continuing education, fees, etc.]. I have ensured that my application is complete and adheres to the renewal requirements outlined by your office.

Please let me know if there are any further steps I need to take or if additional information is required to facilitate the renewal process.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Title/Occupation]