

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

[Recipient Name]  
[Recipient Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for LQ (Liquor License)

I hope this letter finds you well. My name is [Your Name], and I am [Your Position/Relation to the Business/Project]. I am writing to formally request the issuance of a Liquor License for [Business Name/Project] located at [Business Address].

Our establishment will focus on [briefly describe the business and its goals]. We believe that obtaining a Liquor License will enhance our offerings and allow us to better serve our customers.

Enclosed with this letter are the necessary documents to support our application, including:

1. [Document 1]
2. [Document 2]
3. [Document 3]

We fully understand the responsibilities that come with holding a Liquor License and are committed to adhering to all local laws and regulations. I would greatly appreciate your prompt attention to this request. Please feel free to contact me at [Phone Number] or [Email Address] if you require any additional information or clarification.

Thank you for your consideration.

Sincerely,

[Your Name]  
[Your Position]  
[Business Name]