

[Date]

[Recipient Name]

[Recipient Department]

[Company/Agency Name]

[Street Address]

[City, State, Zip Code]

Subject: Request for Missing Business License Verification - [Business Name]

Dear [Recipient Name],

We are currently conducting a review of our files and have noted that the business license verification for **[Business Name]** is missing or has expired in our records.

To ensure compliance and to maintain an active account status, please provide a copy of your current and valid business license. We require the following information to be clearly visible on the document:

- Legal Business Name
- License Number
- Issuing Authority
- Expiration Date

Please submit the document via email to [Email Address] or by mail to the address listed below by [Deadline Date].

If you believe this is an error or if your business is exempt from licensing requirements in your jurisdiction, please provide a written explanation or documentation of exemption.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]