

ABC CONTRACTORS

123 Any Street
Anytown, US 00000
555-555-5555

Date

Name
Address
City, State Zip

Attn:

Dear _____,

As per our telephone conversation of the other day, we would like to renew our _____ registration with your office.

Per your request, here are the following items you need:

(detail enclosures here, such as insurance certificates, etc.)

Thank you for your help in this matter. If there is any other problem, please call me at (phone number).

Sincerely,

Name
Title