

Business License Cancellation Letter Template

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

[Recipient's Name]
[Title/Position]
[Department if applicable]
[Recipient's Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request the cancellation of my business license (number: **[License Number]**), issued on **[Issue Date]** for **[Your Business Name]**. This request is prompted by **[briefly explain reason for cancellation]**.

Please process the cancellation effective **[desired cancellation date]**. I would appreciate confirmation of the license's cancellation at your earliest convenience. Attached, you will find any necessary documents needed to facilitate this process.

Please inform me if you require any additional information or further actions on my part to complete this cancellation. You can contact me at **[Your Phone Number]** or **[Your Email Address]**.

Thank you for your attention to this matter. I look forward to your prompt response confirming the successful cancellation of my business license.

Sincerely,

[Your Name]
[Your Signature, if sending a hard copy]
[Your Position, if applicable]