

Date: [Current Date]

To: [Agent Full Name]

License Number: [License Number]

Expiration Date: [Expiration Date]

**Subject: FIRST REMINDER: Professional License Renewal and Continuing Education Requirements**

Dear [Agent Name],

This is a formal reminder that your professional agent license is scheduled to expire on [Expiration Date]. To avoid any lapse in your authority to practice and to prevent late fees, you must complete your renewal application before this date.

**Continuing Education (CE) Requirements:**

According to our records, you are required to complete [Number] hours of Continuing Education credits for this renewal cycle. Please ensure that these credits are completed and reported to the licensing board at least [Number] days prior to your expiration date to allow for processing time.

**Action Required:**

- Verify your current CE credit status via the [State/Department] portal.
- Complete any outstanding course requirements.
- Submit your renewal application and payment through [Website URL].

Failure to renew by [Expiration Date] will result in an inactive license status, and you will be prohibited from conducting business until the license is reinstated.

If you have already completed your CE credits and submitted your renewal, please disregard this notice.

Sincerely,

[Your Name/Department Name]

[Company/Agency Name]

[Contact Phone Number]

[Email Address]