

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Friendly Reminder: Upcoming License Renewal and CE Requirements

Dear [Recipient Name],

We are reaching out to provide a friendly reminder regarding your upcoming professional license renewal, which is due on **[Expiration Date]**.

According to our current records, you still need to complete **[Number]** Continuing Education (CE) credits to meet the requirements for this renewal cycle. As of today, we have [Number] credits on file for you.

To ensure your license remains active and to avoid any late fees or interruptions to your practice, please complete the remaining credits and submit your renewal application by [Deadline Date].

If you have already completed these credits, please forward the certificates to [Email Address/Department] so we can update our database.

Thank you for your dedication to professional development. If you have any questions regarding available courses or the renewal process, please feel free to contact us.

Best regards,

[Your Name]

[Your Title]

[Organization Name]