

[Date]

[Recipient Name]  
[Recipient Address]  
[City, State, Zip Code]

**Subject: NOTICE OF UPCOMING LICENSE EXPIRATION AND CONTINUING EDUCATION REQUIREMENTS**

Dear [Recipient Name],

Our records indicate that your professional license (License No: [License Number]) is scheduled to expire on **[Expiration Date]**. To maintain your professional standing and ensure uninterrupted practice, you must complete the required Continuing Education (CE) credits before submitting your renewal application.

**Continuing Education Requirements:**

- Total Hours Required: [Number of Hours]
- Mandatory Subject Areas: [List Specific Topics, e.g., Ethics, Safety]
- Deadline for Completion: [Date]

**Fulfillment Instructions:**

1. Complete all required coursework through an accredited provider.
2. Obtain certificates of completion for each course.
3. Log in to the licensing portal at: [URL]
4. Upload your CE documentation under the "Education" or "Renewal" tab.
5. Pay the required renewal fee of \$[Amount].

Please note that failure to complete the CE requirements and submit your renewal by [Expiration Date] may result in the expiration of your license and potential late fees or disciplinary action.

If you have already completed these requirements or have submitted your renewal, please disregard this notice.

Sincerely,

[Sender Name]  
[Title]  
[Organization Name]