



October 05, 20XX

JAMES T ROBERSKI  
123 ROCKY RIVER St.  
Rocky River, OH 44116

Dear JAMES,

Our records indicate your current license will expire Sep 29,20XX

Please make arrangements to get your license renewed at least 30 days prior to expiration. With the new background checks it now takes 4 to 8 weeks to get to the hazmat endorsement. Please remember you are still required to have the endorsement. We will need a copy of the renewed license for your qualification file. A photo copy will meet this requirement. Please bring your new license to the terminal to have a copy made or mail a copy to the Safety Department. If you find that our information is in error, let us know.

Thank you for your immediate attention to this matter.

Sincerely,

Name Place Holder  
Title Place Holder

SAMPLE REPORT