



The Town of Cottage City
3820 40th Avenue,
Cottage City, MD 20722
Phone: (301)-779-2161 Fax: (301) 779-3525

Email Notification (60-Day Business License Notice)

Subject: 60-Day Notice: Business License Requirement / Renewal

Dear **Business Owner**,

This email serves as a **60-day official notice** from the **Town of Cottage City** regarding business licensing requirements.

Our records indicate that you are operating, or intend to operate, a business within the Town of Cottage City. Pursuant to Town ordinances, all businesses are required to maintain a **valid business license**.

Action Required:

You must apply for or renew your business license **within 60 days of the date of this notice**, no later than **June 30, 2026**, to remain in compliance.

Failure to obtain or renew the required business license by the deadline may result in:

- Late fees or penalties
- Enforcement actions
- Suspension or revocation of the right to operate within the Town

How to Comply:

- Submit your application online at: [Business License](#)
- Contact us with questions at: 301-779-2161 or townhall@cottagecitymd.gov

If you have already submitted your application or believe this notice was sent in error, please disregard this message or contact our office for verification.

Thank you for your prompt attention to this matter and for your continued cooperation.

Sincerely,



The Town of Cottage City
3820 40th Avenue,
Cottage City, MD 20722
Phone: (301)-779-2161 Fax: (301) 779-3525

Mail Notification (Printed Letter Version)

Date: [Insert Date]

Business Name

Owner/Responsible Party

Business Address

RE: 60-Day Notice - Business License Requirement

Dear Business Owner,

This letter serves as a **60-day official notice** from the Town of Cottage City regarding compliance with local business licensing requirements.

Town records indicate that you are operating, or planning to operate, a business within the Town of Cottage City. In accordance with Town ordinances, all businesses must obtain and maintain a valid business license.

You are required to **apply for or renew your business license within sixty (60) days** of the date of this notice, no later than **June 30, 2026**.

Failure to comply with this deadline may result in penalties, fines, or enforcement action, including possible suspension of business operations within the Town.

To apply or renew:

- Online: www.cottagecitymd.gov
- Questions: 301-779-2161 or [townhall@cottagecity md.gov](mailto:townhall@cottagecitymd.gov)

If you have already completed this requirement or believe you received this notice in error, please contact our office promptly.

We appreciate your cooperation and your contribution to the Town's business community.

Sincerely,



The Town of Cottage City
3820 40th Avenue,
Cottage City, MD 20722
Phone: (301)-779-2161 Fax: (301) 779-3525

Email Notification – 30-Day Business License Notice

Subject: 30-Day Notice: Business License Compliance Required

Dear Business Owner,

This email serves as a **30-day official notice** from the Town of Cottage City regarding compliance with local business licensing requirements.

Our records indicate that your business is operating, or intends to operate, within the Town of Cottage City and does not currently have a valid business license on file, or your license is due for renewal.

Action Required:

You must apply for or renew your business license **within thirty (30) days of the date of this notice**, no later than **June 30, 2026**.

Failure to comply with this deadline may result in:

- Late fees or penalties
- Enforcement action
- Possible suspension of business operations within the Town

How to Apply or Renew:

- Online: www.cottagecitymd.gov
- Questions: 301-779-2161 or townhall@cottagecitymd.gov

If you have already submitted your application or believe this notice was sent in error, please disregard this message or contact our office for confirmation.

Thank you for your prompt attention to this matter.

Sincerely,



The Town of Cottage City
3820 40th Avenue,
Cottage City, MD 20722
Phone: (301)-779-2161 Fax: (301) 779-3525

Mailed Letter Notification - 30-Day Business License Notice

Date: [Insert Date]

Business Name

Owner / Responsible Party

Business Address

RE: 30-Day Notice - Business License Requirement

Dear Business Owner,

This letter serves as a **30-day official Final notice** from the Town of Cottage regarding business license compliance.

Town records indicate that you are operating, or planning to operate, a business within the Town of Cottage City without a current business license, or that your license requires renewal. In accordance with Town ordinances, all businesses must maintain a valid business license.

You are required to **apply for or renew your business license within thirty (30) days** of the date of this notice, no later than **June 30, 2026**.

Failure to comply by the stated deadline may result in penalties, fines, or enforcement actions, including possible suspension of business operations within the Town.

To apply or renew your license:

- Online: www.cottagecitymd.gov
- For assistance: 301-779-2161 or [townhall@cottagecity md.gov](mailto:townhall@cottagecitymd.gov)

If you have already completed this requirement or believe this notice was sent in error, please contact our office promptly.

Thank you for your cooperation.

Sincerely,