

**Company Letter Head or Registered Name and Address with Contact Information.**

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Date (month/day/year)

**Chief Executive Officer**

Telecommunications Authority  
of Trinidad and Tobago  
No. 5, Eighth Avenue Extension,  
Off Twelfth Street,  
**Barataria.**

**Re: Renewal of Radiocommunications Licence**

Dear Sir/Madam,

Please be advised that (*Name of company*) is requesting a renewal of the Licence (*state Licence type*) with file reference number (*state file reference number*) for a period of (3) three years.

Please note that all the technical parameters of the Licence remain the same in accordance with Schedule B of said Licence/s.

(*Name of company*) understands that Licence fee payments made in advance for the term of the Licence does not guarantee the grant of a renewal. Should the renewal not be granted, the said payment will be reimbursed by the Authority within fourteen (14) days of notification.

We understand that Licence application fees are not refundable.

(Authorized Signature)

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Name in block letters  
Position

**Company Stamp (if  
applicable)**