



[Date]

[Junkyard Name]

[Owner Address]

[Owner City], [Owner State] [Owner Zip]

RE: Junkyard License Number [Permit Number]
[Route], [County] County

Dear [Owner Contact]:

Your existing junkyard license is due for renewal for the year [Future Renewal Year]. To renew your license, please review the enclosed junkyard renewal information sheet and make any necessary updates or corrections.

We have not received the renewal information sheet and your \$10.00 renewal fee to license your junkyard for the year [Current Renewal Year]. Your existing junkyard license expired on [Date Expire].

Section 226.710 of the Missouri Control of Junkyards states that “Any person establishing, operating or maintaining an unlicensed junkyard in violation of Sections 226.650 to 226.720 is guilty of a misdemeanor, and upon conviction, shall be punished by a fine of not more than \$100.00. *Each day the junkyard is unlawfully maintained constitutes a separate offense*”.

To avoid legal action, please complete the renewal information sheet and remit the [Fee] renewal fees for years [Current Renewal Year] and [Future Renewal Year]. Return to this office along with your check or money order in the amount of [Fee] made payable to: **Director of Revenue, Credit State Road Fund.**

For additional information regarding junkyard rules and regulations in Missouri, please log onto http://www.modot.org/business/Outdoor_Advertising. We appreciate your prompt attention to this matter. If you have any questions, please contact me at [Phone Number].

Sincerely,

[Permit Specialist]

[Permit Specialist Title]

Enclosure(s)