



November 1, 2017

Business Name
Business Address
City, CA Zip

Dear Business Owner:

We understand that you may be doing business in our community and wish to take this opportunity to welcome you. At this time, we do not find a record of your having obtained a City of Redwood City Business License Tax Certificate.

At the October 23, 2017 City Council Meeting, the Council supported allowing continued delivery of medical cannabis within Redwood City, and delivery of adult-use cannabis as of January 1, 2018.

The City of Redwood City requires all businesses within the limits of the city to have a valid Business License Tax Certificate (Redwood City Municipal Code Section 32.105). This applies to businesses based in other cities that perform services in Redwood City as part of their work, such as contractors and delivery companies. A current Business License Tax Certificate from the City of Redwood City is required to meet the City's requirements to deliver cannabis within the City limits.

For your convenience, enclosed is an application for a Business License Tax Certificate and the schedule of taxes. Please complete, sign, and return the application with your payment within thirty (30) days of the date of this letter.

Should you have any questions, please feel free to contact me at 650-780-7213 or jnguyen@redwoodcity.org.

Sincerely,

Jun Nguyen
Revenue Services Manager
Administrative Services Department

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