

## REQUEST TO CLOSE MARIJUANA LICENSE

On behalf of \_\_\_\_\_, I \_\_\_\_\_,  
Legal Name of Licensee Name & Title of Individual Authorized to Submit this Request

request that the following license record be closed:

License Name:	License Number:
Reason for Closure (Optional):	

I request the above license be closed:

- Immediately.
- On the license expiration date.

If there are any questions or concerns with this request, please contact me at:

Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

\_\_\_\_\_  
 Authorized Individual Signature

\_\_\_\_\_  
 Date

### Please note the following license nonrenewal Metrc system information:

The licensee must complete the following tasks in Metrc before or at the end of the last business day:

1. Close the business and enter all final transactions.
  - a. Any remaining active packages should be either transferred or destroyed.
2. Print any reports or inactive data that is needed out of the license.
3. All sales must be finalized and uploaded into Metrc.
4. Make sure you keep a copy of all information.
5. Make sure all transactions are finalized.
  - a. All transfers should be received, voided, or rejected based on their status.
  - b. All packages with zero quantity should be finished.
6. Make sure all tests are complete.
7. Email [CRA-Compliance@michigan.gov](mailto:CRA-Compliance@michigan.gov) to provide notification that you have completed these tasks.

The licensee should note the following:

- Inactive data will not be moved over to a new license.
- The licensee that is no longer active will no longer have access to the license information in Metrc.
- There may not be any outstanding (unreceived) transfer incoming, outgoing, or rejected.

If the licensee has inventory, the licensee must contact Metrc at [support@metrc.com](mailto:support@metrc.com) or 877-566-6506 to set up the transfer. It may be necessary to use a secure transporter to transfer the inventory.

You have 10 days after the date your license expires to complete the items listed above and notify the Cannabis Regulatory Agency of completion. This email should be sent to [CRA-Compliance@michigan.gov](mailto:CRA-Compliance@michigan.gov).