

# Letter of Clarification Inquiry

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Title]  
[Organization/Board Name]  
[Address]  
[City, State, Zip Code]

## **Subject: Inquiry Regarding Professional Licensing Requirements**

Dear [Recipient's Name],

I hope this message finds you well. I am writing to seek clarification regarding the requirements for obtaining a professional license in [specific field or profession]. I am currently [briefly describe your situation, e.g., completing my degree, working in the field, etc.], and I want to ensure that I meet all necessary qualifications.

Specifically, I would like to know more about the following areas:

- [Detail 1 - e.g., educational requirements]
- [Detail 2 - e.g., examination criteria]
- [Detail 3 - e.g., work experience requirements]

Any additional information you could provide or point me towards would be greatly appreciated. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]