

Update on Professional Credentials

Dear [Association Name] Licensing Committee,

I hope this message finds you well. I am writing to provide an update regarding my professional credentials in relation to my upcoming licensing renewal.

As of [Date], I have completed the following continuing education activities:

- [Course/Workshop Title 1] - [Provider] - [Date Completed]
- [Course/Workshop Title 2] - [Provider] - [Date Completed]
- [Certificate/License Obtained] - [Issuing Organization] - [Date Obtained]

In addition, I have maintained my professional affiliations and memberships, which include:

- [Membership Organization 1]
- [Membership Organization 2]

Please let me know if any further information is required or if there are any specific forms that need to be completed to facilitate my renewal process.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Profession/Title]

[Your Contact Information]