

# Contractor License Confirmation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to request confirmation of my contractor license status as required for ongoing work in [Specify Location/Project]. My details are as follows:

**Name:** [Your Name]

**License Number:** [Your License Number]

**Company Name:** [Your Company Name]

Could you please verify my license status and provide any necessary confirmation for my records? Your assistance in this matter is greatly appreciated.

Thank you for your attention to this request. I look forward to your prompt response.

Sincerely,

[Your Name]