

Formal Request for Contractor License Proof

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request proof of contractor licensing for [Contractor's Business Name] whose license number is [License Number]. This documentation is required for [state the reason, e.g., verification for a project, compliance with regulations, etc.].

Enclosed with this letter, you will find a copy of the necessary documents to support my request. I would appreciate your prompt response to this matter, as it is time-sensitive.

Thank you for your attention to this request. Please feel free to reach me at [your phone number] or [your email address] should you require any further information.

Sincerely,

[Your Name]

[Your Title, if applicable]