

# Inquiry Regarding Contractor Licensing Credentials

Date: [Insert Date]

To: [Insert Recipient's Name]

Company: [Insert Company Name]

Address: [Insert Company Address]

City, State, Zip Code: [Insert City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am writing to inquire about the licensing credentials of the contractor services provided by [Company Name]. We are currently in the process of selecting a contractor for our upcoming project and want to ensure that all necessary licenses and certifications are in place.

Could you please provide me with information regarding the following:

- License number and type
- Expiration date of the current license
- Any relevant certifications

Your prompt response would be greatly appreciated as it will assist us in making an informed decision.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Phone Number]

[Your Email Address]