Licensing Information Request

Date: [Insert Date]

[Contractor's Name]

[Contractor's Address]

[City, State, Zip Code]

Dear [Contractor's Name],

I hope this message finds you well. I am writing to formally request the licensing information pertinent to your contracting services. As part of our requirement for maintaining compliance and ensuring quality standards, it is essential for us to verify the licensing details of our contractors.

Specifically, we would like to receive the following information:

- License number
- Type of license held
- Issuing authority
- Expiration date of the license

Please provide this information by [Insert Deadline Date] to avoid any delays in our ongoing projects. You can send the documentation via email or to the address listed above.

Thank you for your prompt attention to this matter. Should you have any questions or require further information, feel free to contact me directly at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]