

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Licensing Department

Contractor's Board

Department Address

City, State, Zip Code

Dear [Recipient's Name],

I am writing to request verification of the contractor licenses for [Contractor's Name/Company] with license number [License Number] issued in [State]. As part of a due diligence process, it is important for us to confirm the license's status and validity.

Could you please provide information on the following:

- Current status of the license
- Expiration date
- Any violations or complaints on record

This information is critical to ensure that we comply with regulations and engage with licensed professionals. Please let me know if you require any additional information from my end.

Thank you for your assistance in this matter. I look forward to your prompt response.

Sincerely,

[Your Name]