

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company/Organization Name]
[Your Address]
[City, State, Zip Code]

[Recipient Name]
[Recipient Position]
[Recipient Company/Organization Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

This letter is to verify the licensing status of [Contractor Name], who is currently conducting business under the license number [License Number]. We confirm that the contractor is in good standing and is appropriately licensed to perform [mention services or type of work].

The license is valid until [License Expiration Date] and has been issued by [Issuing Authority].

If you require further information or have any questions, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company/Organization Name]