

Letter of Clarification on License Exam Eligibility Requirements

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Licensing Board/Authority Name]

[Board Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to seek clarification regarding the eligibility requirements for the upcoming license examination for [Specific License/Field]. I want to ensure that I meet all necessary qualifications to participate in the exam.

Specifically, I would like to inquire about the following points:

- Detailed prerequisites for eligibility
- Documentation required for application
- Deadlines for submission of applications

Thank you for your attention to this matter. I appreciate your assistance in helping me understand these requirements and look forward to your prompt response.

Sincerely,

[Your Name]