

Request for Landscape Contractor License Verification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Department/Organization Name]

[Department/Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request the verification of the landscape contractor license for [Contractor's Name/Company Name] in order to ensure compliance with state regulations and standards.

Details of the contractor are as follows:

- Contractor Name: [Insert Contractor Name]
- License Number: [Insert License Number]
- Expiration Date: [Insert Expiration Date]

Please let me know if there are any required forms or fees for this verification process. I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention to this request.

Sincerely,

[Your Name]