

Compliance Confirmation for Employment Agency License

Date: [Insert Date]

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient's Name]

[Recipient's Position]

[Licensing Authority Name]

[Licensing Authority Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to confirm our compliance with the regulations and requirements set forth by the [Licensing Authority Name] for the operation of our employment agency. Our agency, [Company Name], is committed to adhering to all local and federal laws pertaining to employment services.

We have thoroughly reviewed and updated all necessary protocols and procedures to align with the best practices in the industry. Attached to this letter, you will find all required documentation, including licensing applications, proof of training, and compliance statements.

If you require further information or additional documentation, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email].

Thank you for your attention to this matter. We look forward to your confirmation of our compliance status.

Sincerely,

[Your Signature]

[Your Name]

[Your Position]

[Company Name]