

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Agency Name]

[Agency Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the status of the employment agency license for [Agency Name or specific agency in question]. As a [job seeker/employer], I am keen on understanding the credentials and legitimacy of the agency before engaging in any employment services.

Could you please provide me with the current status of their license? Any information regarding its validity or any recent updates would be greatly appreciated.

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

Sincerely,
[Your Name]