

Notification of Employment Agency License Submission

Date: [Insert Date]

To: [Insert Recipient's Name]

[Insert Recipient's Title]

[Insert Recipient's Address]

Dear [Recipient's Name],

We are writing to formally notify you that we have submitted our application for an Employment Agency License as per the regulations set forth by [Insert Relevant Authority/Body]. The submission was made on [Insert Submission Date].

Enclosed with this letter are all required documents, including:

- Application form
- Proof of business registration
- Compliance documents
- Background checks of key personnel
- Fees payment receipt

We appreciate your attention to this matter and look forward to your prompt response regarding the next steps in the licensing process. Should you require any further information, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[Your Contact Information]