

Verification Request for Employment Agency License

Date: [Insert Date]

[Your Name]

[Your Job Title]

[Your Company/Organization Name]

[Your Company Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient Name]

[Recipient Job Title]

[Agency Name]

[Agency Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request verification of the employment agency license held by [Agency Name], which is necessary for our compliance requirements.

Please provide the following information:

- License Number
- Issuing Authority
- Expiration Date
- Any disciplinary actions or infractions

Your prompt assistance in this matter would be greatly appreciated as it will aid in ensuring that we are working with licensed and compliant agencies. If you require any additional information to process this request, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

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

Sincerely,

[Your Name]

[Your Job Title]