

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Real Estate Licensing Board Name]

[Board Address]

[City, State, Zip Code]

Subject: Verification Request for Real Estate Broker License

Dear [Recipient Name],

I am writing to formally request the verification of my real estate broker license as part of the application process for [specific purpose, e.g., employment, transfer, etc.]. My relevant details are as follows:

Name: [Your Full Name]

License Number: [Your License Number]

Date of Birth: [Your Date of Birth]

State of License: [State Issued]

Kindly provide me with a confirmation of my licensing status at your earliest convenience. If there are any fees associated with this request or if you require additional information, please let me know.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title/Position (if applicable)]