

Inquiry Regarding Occupational License Resolution

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient Name]

[Recipient Title]

[Department/Agency Name]

[Office Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to inquire about the status of my occupational license application, which I submitted on [Insert Submission Date]. My application is under the name [Your Name] and is associated with the application number [Insert Application Number].

I would like to kindly request an update on the resolution of my application, as I am eager to begin my professional activities. If there are any issues or additional information required, please let me know so I can expedite the process.

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

Sincerely,

[Your Name]