

Occupational License Grievance

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date: [Insert Date]

Department Name

Department Address

City, State, Zip Code

Subject: Grievance Regarding Occupational License

Dear [Recipient's Name or Title],

I am writing to formally lodge a grievance concerning the denial/issue of my occupational license, which I submitted on [Insert Submission Date]. My license application was denied on [Insert Denial Date] due to [Briefly Explain Reason].

As a [Your Profession/Occupation], it is my understanding that I have met all the required criteria and submitted the necessary documentation, including [List any relevant documentation]. I believe there has been a misunderstanding regarding my application.

I request a review of my application, and I am seeking clarification on the specific guidelines that led to this decision. I would like an opportunity to provide any additional information or documentation that may support my case.

Thank you for your attention to this matter. I look forward to your prompt response and hope for a resolution that allows me to practice my trade without further delay.

Sincerely,

[Your Name]