

Official Request for License Check

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a check on the validity of a license held by [License Holder's Name] for [specific purpose or name of the license if applicable]. As part of our due diligence process, it is essential for us to ensure that all requisite licenses are current and valid.

Please let us know if there are any documents or fees required to complete this request. We appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention to this request.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]