

Request for License Confirmation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company/Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request confirmation of my license for [specify license type] issued on [issue date]. My license number is [license number].

This confirmation is necessary for [state the reason for the request, e.g., employment, application, etc.]. I would greatly appreciate your prompt response regarding this matter.

Thank you for your attention to this request. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any additional information.

Sincerely,

[Your Name]