

Request for Validating Professional License

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request the validation of my professional license [license number] issued by [issuing authority] on [issue date]. As I seek to [state purpose, e.g., apply for a new job, transfer my license, etc.], I need to provide proof of its validity.

Enclosed are copies of my license and any other relevant documentation for your review.

I appreciate your assistance in this matter and look forward to your prompt response. Should you require any additional information, please feel free to contact me at [your phone number] or [your email address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]