

Verification Letter for Licensing

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter is to verify that [Licensee's Name], holding [License Number], has been in compliance with all the necessary qualifications and requirements for licensing under [Specify Licensing Authority or Board].

We confirm that [he/she/they] has completed the requisite training, background checks, and continuing education courses as mandated by [Specify Licensing Guidelines or regulations].

If you require any further information or documentation regarding this licensing verification, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title]

[Your Organization]