

Inquiry for Trainer License Confirmation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to inquire about the status of my trainer license application submitted on [Insert Date of Application]. I want to confirm if all necessary paperwork has been received and if there are any additional steps I need to take to finalize the process.

As an aspiring trainer, I am eager to commence my professional journey and would greatly appreciate your assistance in ensuring my application is processed promptly. Please let me know if there is any information you require from my side.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]