

# Request for Engineering Practice License Transfer

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To Whom It May Concern,

I am writing to formally request the transfer of my engineering practice license from [Current Location/State] to [New Location/State]. My license number is [License Number].

The reason for this transfer request is [brief explanation of the reason for transfer]. I have attached all necessary documentation to support my application, including [list any attached documents, e.g., proof of new residency, transfer forms, etc.].

I appreciate your attention to this matter and look forward to your prompt response. If you need any further information or clarification, please do not hesitate to contact me.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]