

Subcontractor License Confirmation Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Company Address]

Dear [Recipient Name],

I am writing to formally request confirmation of the subcontractor license for [Subcontractor Company Name]. As part of our compliance and prequalification processes, it is essential to verify that all subcontractors possess valid and up-to-date licenses.

Please provide us with the following details regarding their subcontractor license:

- License Number
- Status of License (active/inactive)
- Expiration Date

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]