

Subcontractor License Renewal Verification

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company Name]
[Company Address]
[City, State, Zip Code]

[Recipient Name]
[Recipient Position]
[Recipient Company Name]
[Recipient Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

This letter is to verify that [Subcontractor Name] has submitted their application for renewal of their subcontractor license. We have reviewed the necessary documentation and confirm that they meet the requirements set forth by [Governing Authority].

We anticipate that the renewal process will be completed by [Expected Completion Date]. Please do not hesitate to contact us should you require any further information or clarification.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]