

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Licensing Board/Agency Name]

[Agency Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my application for the renewal of my professional license, submitted on [Insert Submission Date]. As my current license is set to expire on [Insert Expiration Date], I wanted to ensure that my application is being processed and inquire if there are any outstanding requirements needed from my end.

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

Sincerely,

[Your Name]