

# Letter of Clarification for Professional Licensing Criteria

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Title]  
[Licensing Board/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to seek clarification regarding the professional licensing criteria for [specific profession or license type]. I am in the process of [explain your situation, e.g., applying for a license, renewing a license, etc.] and have encountered some uncertainties that I hope you can help to clarify.

Specifically, I would like to understand [describe the specific requirements or aspects you are seeking clarification on]. This information is crucial for ensuring I meet all necessary criteria and maintain compliance with the licensing standards.

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

Sincerely,  
[Your Name]  
[Your Credentials or Title if applicable]