

# Request for Professional Licensing Review

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Licensing Board/Agency Name]

[Board/Agency Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a review of my application for professional licensing in [specify profession or field]. I submitted my application on [insert submission date], and I would like to inquire about its current status.

Due to [briefly explain reason for request, e.g., "my pending job offer" or "the requirement for continuing education"], I am eager to receive an update on the review process.

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

Sincerely,

[Your Name]