

Letter of Submission for Professional Licensing Application

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Licensing Board Name]

[Board Address]

[City, State, Zip Code]

Dear [Licensing Board Chair/Member's Name],

I am writing to formally submit my application for [specific professional license] in accordance with the requirements set forth by [Licensing Board Name]. Enclosed you will find the completed application form, along with all necessary documents and fees.

My qualifications include [briefly outline your qualifications and experiences relevant to the license]. I believe that my background and dedication to [professional field] align with the standards of excellence upheld by your board.

Please do not hesitate to reach out if you require any additional information or documents to facilitate the review of my application.

Thank you for considering my application. I look forward to the opportunity to contribute to [profession] as a licensed professional.

Sincerely,

[Your Name]