

License Status Confirmation Request

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request confirmation of the current status of my license, [License Type/Number], issued on [Issue Date]. As part of my ongoing professional responsibilities, it is important for me to ensure that all licensing requirements are up to date.

Please confirm whether my license is active, expired, or if any additional information or action is required on my part. I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention to this request. Should you need any further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]

[Your Address]

[Your City, State, Zip Code]