

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Evaluation Agency Name]

[Agency Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally submit my application for a foreign credential evaluation for the purpose of obtaining professional licensing in [specific profession, e.g., nursing, engineering, etc.] in [destination country or state].

Enclosed, please find the necessary documents including:

- Completed application form
- Official transcripts from [Name of Institution]
- Degree certificate
- Proof of identity (passport copy)
- Payment receipt for evaluation fees

I obtained my [degree/credential] in [field] from [Name of Institution] in [Country] and I am eager to have my qualifications assessed for compliance with local standards.

Please let me know if you require any additional information or documents to facilitate this evaluation. I appreciate your attention to my submission and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]