

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

[Licensing Board Name]
[Board Address]
[City, State, Zip Code]

Dear [Licensing Board Name],

I am writing to formally apply for licensure as a Licensed Clinical Social Worker (LCSW) in [State]. I have completed all necessary educational requirements, including my Master of Social Work degree from [University Name], and obtained the required clinical experience under the supervision of a qualified LCSW.

I have enclosed my application, official transcripts, proof of supervised experience, and any other required documentation. I am committed to upholding the ethical standards and practices in the field and look forward to contributing to the mental health community.

Thank you for considering my application. I appreciate your time and assistance, and I hope to hear from you soon.

Sincerely,

[Your Name]

[Your Credentials] (if applicable)