

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

[Recipient Name]
[Recipient Title]
[Recipient Organization]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Occupation Certificate for Professional Licensing

I am writing to request an official occupation certificate to fulfill the requirements for my professional licensing application. I have completed all necessary training and practical experience as required by [Licensing Authority/Organization].

Details of my professional background are as follows:

- ****Full Name:**** [Your Full Name]
- ****Occupation/Title:**** [Your Occupation/Title]
- ****Employer:**** [Your Current Employer/Company Name]
- ****Duration of Employment:**** [Start Date] to [End Date or Present]
- ****Summary of Job Responsibilities:**** [Brief description of responsibilities]

I appreciate your assistance in providing this certificate at your earliest convenience. Should you need any additional information or documentation, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Professional License Number (if applicable)]