

[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],

I am writing to formally request support for my TLC license application.  
I am [briefly introduce yourself and your background related to the TLC license].

I have completed all necessary requirements and am committed to adhering to the regulations set forth by the TLC. [Mention any specific training, certifications, or relevant experience].

I would greatly appreciate your assistance in supporting my application.  
I believe my [skills/experience] will contribute positively to the community and uphold the standards of the TLC.

Thank you for considering my request. I look forward to your favorable response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]