



Sample Letter

Please note: It is very important that all correspondence be dated and that you keep a copy for your records.

SAMPLE CERTIFICATION REQUEST LETTER

[Keep a copy of this letter for your records]

[Date]

Bureau of Credentialing
NH Department of Education
101 Pleasant Street
Concord, NH 03301

Dear Ms. Skinner,

I am writing to inquire about the status of all certifications of:

[List full names of staff for whom you are requesting certification]

All are employed with the _____ School District.

Thank you for your assistance in this matter.

I look forward to hearing from you.

Sincerely,

[Your name, address, telephone number and email address]

cc: [List of other people to whom you are sending a copy of this letter]

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