

[Date]

[Licensee Name]

[Licensee Address]

[City, State, Zip Code]

RE: NOTICE OF OVERDUE CONTINUING EDUCATION AND LICENSE STATUS

Dear [Licensee Name],

Our records indicate that you have not completed the required Continuing Education (CE) credits for the current renewal period ending on [Deadline Date].

According to our files, you have completed [Number] credits out of the required [Total Number] credits. As a result, your license status is currently marked as [Pending/Incomplete/Non-Compliant].

To maintain an active license, you must:

- Complete the remaining [Number] CE credits immediately.
- Submit proof of completion through the [Online Portal/Verification System].
- Pay any applicable late fees totaling \$[Amount].

Failure to fulfill these requirements by [Final Grace Period Date] may result in the formal suspension of your license and the inability to legally practice. Once a license expires or is suspended, you may be required to re-apply and pay additional reinstatement fees.

If you believe you have completed these credits, please contact the [Department Name] at [Phone Number] or [Email Address] as soon as possible to update your records.

Sincerely,

[Your Name/Administrator Name]

[Title]

[Licensing Board/Organization Name]