Subject: Eligibility and License Status

To whom it may concern:

I hope this message finds you well.

I am writing to inform you that I do not possess the required Civil Service eligibility or any professional license pertinent to the position I am applying for. I understand that this qualification is essential for the role; however, I am eager to contribute my extensive experience and dedication to the organization.

I appreciate your understanding and consideration of my application despite the absence of this specific credential. Should you require any additional information or documentation, please do not hesitate to contact me.

Thank you for your time and attention to this matter.

Sincerely,

VIRGILIO C. ACILO

Applicant