[Your Name]

Address

Date

NCBLPC

 P.O. Box 77819

Greensboro, NC 27417

Dear NCBLPC:

I am writing to inform you that I am applying for licensure as a Licensed Professional Counselor Associate. I would like to have my application reviewed under licensure pending status until my NCE scores and my official transcript are available. I have enclosed copies of receipts indicating that I have requested my scores on the NCE and my official transcripts from UNCP to be sent to the Board office. I am scheduled to take the NCE on April 16, 2016 and I will be graduating on May 6, 2017.

Thank you,

[Your Name]