

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Department/Agency Name]
[Address]
[City, State, Zip Code]

Subject: Request for CDL Permit Documentation

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request the documentation for my Commercial Driver's License (CDL) permit application.

My details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Permit Number (if applicable): [Your Permit Number]

I would appreciate your assistance in providing me with the necessary documentation required to proceed with my application process. If there are any forms or specific requirements I need to fulfill, please let me know.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]