

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

Dear [Recipient's Name],

I am writing to formally request a Commercial Driver's License (CDL) permit. I understand the responsibilities and commitment required for operating a commercial vehicle and am eager to pursue this opportunity to further my career in the transportation industry.

[Insert a brief paragraph explaining your reason for seeking a CDL permit, including any relevant experience, goals, and how it will benefit your career.]

I am committed to completing all necessary training and requirements to ensure I am a safe and efficient driver. I kindly ask for your consideration in granting me this permit and appreciate your time and assistance in this matter.

Thank you for your attention to my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]

[Attachments, if any: e.g., proof of identity, application form, etc.]