

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

Dear [Recipient's Name],

I am writing to express my intent to apply for a Commercial Driver's License (CDL) permit. I am eager to pursue a career in the transportation industry and believe that obtaining my CDL will provide me with the necessary skills and qualifications to succeed.

With a strong commitment to safety and a passion for driving, I am dedicated to completing all required training and examinations. I am confident that this permit will allow me to begin my journey towards becoming a professional driver.

Thank you for considering my application. I look forward to your guidance on the next steps in the process.

Sincerely,  
[Your Name]