

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

Dear [Recipient Name],

I am writing to apply for a commercial driver's license (CDL) permit. I understand the importance of being properly licensed to operate commercial vehicles and am eager to pursue this opportunity.

I have completed the necessary pre-requisites and have gathered all required documentation, including proof of residence, identification, and any medical evaluations as stipulated by the state. I am committed to adhering to all regulations and standards set forth by the Department of Motor Vehicles.

Please let me know if there are additional forms, fees, or appointments required for my application process. I appreciate your time and assistance in this matter, and I look forward to your positive response. Thank you for considering my application.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]