

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Department of Motor Vehicles]
[Office Address]
[City, State, Zip Code]

Subject: Application for Commercial Driver's License Permit

Dear [Recipient's Name or DMV Office],

I am writing to formally apply for a Commercial Driver's License (CDL) permit. I have completed the necessary requirements and would like to proceed with the application process.

Personal Information:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Driver's License Number: [Your Current Driver's License Number]
- Address: [Your Address]

I have enclosed the following documents for your review:

1. Completed CDL Permit Application Form
2. Proof of Identity (e.g., [List of documents, e.g., birth certificate, passport])
3. Proof of Residency (e.g., [Utility bill, lease agreement])
4. Payment for application fees

I appreciate your attention to my application and look forward to your prompt response. Should you require any additional information or documents, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]