

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

Dear [Recipient Name],

I am writing to formally apply for a Commercial Driver's License (CDL). I have completed the necessary training and met all requirements as outlined by [State/Department Name].

I am eager to pursue a career in [specific field, e.g., trucking, transportation] and believe that obtaining my CDL is a crucial step towards achieving my professional goals. I have attached all relevant documents, including [list of attachments, e.g., training completion certificate, medical examination report, etc.].

Thank you for considering my application. I look forward to your response.

Sincerely,
[Your Name]