

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

[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my intent to obtain a Commercial Driver's License (CDL) and pursue a career in [specific field, e.g., long-haul trucking, local delivery, etc.]. I am eager to enhance my driving skills and knowledge to meet the safety and operational standards required in the transportation industry.

I have [briefly mention any relevant experience, such as previous driving experience or related work]. I am committed to completing the necessary training and requirements to acquire my CDL and contribute positively to [Company/Organization Name].

Thank you for considering my letter of intent. I look forward to the opportunity to discuss my plans and how I can be an asset to your team.

Sincerely,  
[Your Name]