

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

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

Subject: Request for CDL License

Dear [Recipient's Name/Department],

I am writing to formally request the issuance of a Commercial Driver's License (CDL) in accordance with the requirements set forth by [State Name].

I have completed all necessary requirements, including:

- [List any relevant training or courses completed]
- [Detail any tests passed, such as written and driving tests]
- [Include documentation attached, e.g., proof of identity, residency, etc.]

Please find attached copies of [list documents, e.g., application form, test results, etc.]. I kindly request confirmation of my application status and any further steps I need to take in the licensing process. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]