

[Your Company Letterhead]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: CDL License Verification for [Driver's Name]

This letter is to formally verify the commercial driver's license (CDL) of [Driver's Name], who has been employed with [Your Company Name] since [Employment Start Date].

**\*\*Driver Information:\*\***

- **\*\*Full Name:\*\*** [Driver's Full Name]

- **\*\*CDL Number:\*\*** [CDL Number]

- **\*\*State of Issue:\*\*** [State]

- **\*\*Expiration Date:\*\*** [Expiration Date]

We confirm that as of the date of this letter, [Driver's Name] holds a valid and unrestricted commercial driver's license. Should you require any further information or clarification regarding this verification, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]