

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Department of Motor Vehicles]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request the issuance of a Commercial Driver's License (CDL).

I have completed all the necessary requirements, including [mention any training, tests, or educational courses you have completed]. My license number is [your license number, if applicable].

Please find enclosed the required documents for your review. I would appreciate your assistance in processing my application promptly.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,  
[Your Name]