

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

Dear [Recipient's Name],

I am writing to formally notify you about the upgrade of my Commercial Driver's License (CDL) from [previous class] to [new class].

Effective [date of upgrade], my license will allow me to [briefly describe new capabilities, e.g., operate larger vehicles, transport hazardous materials, etc.]. I have completed all necessary tests and requirements as mandated by [relevant authority/state].

Please find enclosed copies of my updated license and any other relevant documentation for your records. If you need any further information or clarification, please feel free to contact me at [your phone number] or [your email address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]