

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

[Department of Motor Vehicles]  
[Address of DMV Office]  
[City, State, ZIP Code]

Subject: Request for Duplicate CDL License

Dear [DMV Official's Name or "To Whom It May Concern"],

I am writing to formally request a duplicate of my Commercial Driver's License (CDL) as it has been [lost/stolen/damaged]. My details are as follows:

- Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- CDL Number: [Your CDL Number]
- Address: [Your Address on License]

I have attached the required documents, including a copy of my identification and any necessary forms as per the DMV guidelines. Please let me know if there are any further requirements to process my request. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,  
[Your Name]