

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

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

Subject: Application for CDL License Approval

Dear [Recipient's Name or "CDL License Approval Office"],

I am writing to formally request the approval of my Commercial Driver's License (CDL) application. I have completed all necessary requirements, including [list any completed requirements, such as training, testing, etc.].

Enclosed with this letter are the following documents for your review:

1. [Document 1]
2. [Document 2]
3. [Document 3]

I appreciate your attention to this matter and look forward to your prompt response regarding my CDL license approval.

Thank you for your time and assistance.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your CDL Application Number (if available)]