

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

Dear [Recipient Name],

I am writing to formally apply for a dealer license as required by the [State/Local] regulations. My name is [Your Name], and I am the owner of [Your Business Name], which is located at [Business Address].

The purpose of my application is to operate a dealership specializing in [type of vehicles/products], serving the [community/region]. I believe that my experience in [relevant experience] and my commitment to providing excellent customer service will contribute positively to the industry.

Included with this letter, you will find the following documents:

1. Completed dealer license application form
2. Proof of business registration
3. [Additional documents, e.g., proof of insurance, financial statements, etc.]

I am eager to comply with all requirements outlined by your office, and I am prepared to provide any additional information or clarification upon request. Thank you for considering my application. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Title]  
[Your Business Name]