

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

Dear [Recipient Name],

Subject: Dealer Licensing Registration Application

I am writing to formally submit my application for dealer licensing registration for [Type of Dealership, e.g., automobile, motorcycle, etc.], as required by [relevant law or regulation].

Enclosed with this letter, you will find the necessary documentation, including:

1. Completed application form
2. Proof of business registration
3. Background checks and personal identification
4. Surety bond documentation
5. Payment receipt for the application fee

I appreciate your assistance in processing this application and look forward to your prompt response. Should you require any further information or clarification, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

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