

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Department/Office Name]  
[Address]  
[City, State, ZIP Code]

Subject: Application for Driving License Registration

Dear [Recipient Name],

I am writing to formally request registration for a driving license. Please find the required information and documents attached for your consideration.

**\*\*Personal Information:\*\***

- Full Name: [Your Full Name]
- Date of Birth: [DD/MM/YYYY]
- Address: [Your Current Address]
- Contact Number: [Your Phone Number]

**\*\*Documents Enclosed:\*\***

1. Proof of Identity (e.g., Passport, Aadhar Card)
2. Proof of Address (e.g., Utility Bill, Rental Agreement)
3. Recent Passport-sized Photograph
4. Completed Application Form

I would appreciate your assistance in processing my application at your earliest convenience. Kindly let me know if you require any further information or documentation.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]