

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

[Date]
[Recipient Name]
[Department of Motor Vehicles/Driving Test Center Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well.

I am writing to request an appointment for my driving test. I am eager to complete this process and obtain my driver's license.

Please let me know the available dates and times for the appointment. I am flexible with my schedule and can accommodate any available slots.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]