

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Department/Organization Name]  
[Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
This letter is to remind you of your upcoming driving test appointment.  
Please find the details below:  
\*\*Appointment Date:\*\* [Date]  
\*\*Appointment Time:\*\* [Time]  
\*\*Location:\*\* [Testing Location]  
\*\*Test Type:\*\* [Type of Test]  
Please ensure to bring the following items with you to the appointment:  
- [List of required documents/items]  
If you have any questions or need to reschedule, please contact us at  
[Phone Number] or [Email Address].  
Thank you, and we wish you the best of luck on your driving test!  
Sincerely,  
[Your Name]  
[Your Position, if applicable]