

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to request an appointment for my driving test. I am eager to complete the necessary requirements and would appreciate your assistance in scheduling a suitable time.

Please find my details below:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Driving Permit Number: [Your Permit Number]
- Preferred Dates and Times: [List your preferred dates/times]

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]