

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Department of Motor Vehicles]

[Address of DMV]

[City, State, ZIP Code]

Subject: Request for Driving Test Appointment

Dear [Recipient's Name or "Sir/Madam"],

I hope this letter finds you well. I am writing to request an appointment for my driving test. I have completed the required coursework and hold a valid learner's permit, which I would like to upgrade to a full driver's license.

Please find my details below:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Learner's Permit Number: [Your Permit Number]
- Preferred Dates for Test: [List of Available Dates]

I would appreciate it if you could schedule my driving test at your earliest convenience. Should you require any further information or documentation, please do not hesitate to contact me.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]