

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

[Department of Motor Vehicles/Driving Authority]  
[Office Address]  
[City, State, Zip Code]

Subject: Request for Driving Test Booking

Dear [Recipient's Name or "Driving Test Coordinator"],

I hope this letter finds you well. I am writing to request a booking for my driving test.

My details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Learner's Permit Number: [Your Permit Number]
- Preferred Test Date: [Preferred Date]
- Contact Number: [Your Contact Number]

I understand that schedules may vary, and I am willing to accommodate available dates. Please let me know if you require any further information or documentation.

Thank you for your prompt attention to my request. I look forward to your response.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]