

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

[Recipient's Name]  
[Department of Motor Vehicles]  
[Office Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Notification of Driving Test Date

I hope this letter finds you well. I am writing to confirm my scheduled driving test appointment as part of my application for a driver's license.

Test Information:

- Test Date: [Insert Date]
- Test Time: [Insert Time]
- Test Location: [Insert Location]
- Application Reference Number: [Insert Reference Number]

Please let me know if there are any documents or items I need to bring on the day of the test.

Thank you, and I look forward to your confirmation.

Sincerely,  
[Your Name]