

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[DMV Office/Driving Test Center Name]  
[Office Address]  
[City, State, ZIP Code]

Dear [Recipient's Name or "Driving Test Coordinator"],  
I hope this letter finds you well. I am writing to formally request an appointment for my driving test. I have completed all necessary requirements and am eager to take the test to obtain my driver's license. Please find my information below:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Learner's Permit Number: [Your Permit Number]
- Preferred Test Dates: [Optional - Provide two or three preferred dates]

I would appreciate it if you could let me know the available dates and times for the driving test. Thank you for your assistance, and I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]