

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

Driver and Vehicle Licensing Agency  
Swansea  
SA99 1AD

Dear Sir/Madam,

Subject: Appeal Against Driving Ban - [Your Driving Licence Number]

I hope this letter finds you well. I am writing to formally appeal the decision regarding the driving ban imposed on me due to [briefly state the reason for the ban, e.g., accumulation of points, DUI, etc.].

I respectfully request that you reconsider my case based on the following points:

1. \*\*[Point 1 - e.g., clean driving record prior to this incident]\*\*
2. \*\*[Point 2 - e.g., personal circumstances or hardships caused by the ban]\*\*
3. \*\*[Point 3 - e.g., any mitigating factors or evidence that may support your case]\*\*

I understand the importance of road safety and take full responsibility for my actions. I am committed to ensuring that such an incident does not occur in the future, and I have taken [mention any steps taken to improve your driving behaviour, e.g., attending driving courses].

I would greatly appreciate your consideration of my appeal and look forward to your prompt response.

Thank you for your time and understanding.

Yours sincerely,

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