

[Your Name]
[Your Address]
[City, Postcode]
[Email Address]
[Phone Number]
[Date]

Driver and Vehicle Licensing Agency

[DVLA Address]
[City, Postcode]

Dear Sir/Madam,

Subject: Application for International Driving Permit

I am writing to apply for an International Driving Permit (IDP). I hold a valid UK driving license (number: [Your Driving License Number]) and wish to obtain an IDP for travel purposes.

Please find enclosed the following documents to support my application:

1. A completed application form (form D1)
2. A recent passport-sized photograph
3. A photocopy of my current UK driving license
4. Payment for the application fee (PS[insert amount])

I would appreciate it if you could process my application at your earliest convenience. If you require any further information, please do not hesitate to contact me.

Thank you for your assistance.

Yours sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]