

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

Driver and Vehicle Licensing Agency  
Swansea  
SA99 1BA

Dear Sir/Madam,

Subject: Request for Updating Personal Details

I am writing to request an update to my personal details held by the DVLA. Please find the current and updated information below:

**\*\*Current Information:\*\***

Full Name: [Current Name]  
Address: [Current Address]  
Date of Birth: [Current Date of Birth]  
Driving License Number: [Current License Number]

**\*\*Updated Information:\*\***

Full Name: [New Name]  
Address: [New Address]  
Date of Birth: [Updated Date of Birth] (if applicable)

Enclosed with this letter are copies of the relevant documents to support my request, including [mention any enclosed documents such as proof of address, marriage certificate, etc.].

I appreciate your attention to this matter and look forward to your prompt response.

Thank you.

Yours sincerely,

[Your Signature]  
[Your Printed Name]