

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

Driver and Vehicle Licensing Agency
Swansea
SA99 1BA

Subject: Request for Correction of Error on Driving License

Dear Sir/Madam,

I hope this message finds you well. I am writing to request a correction to an error on my driving license records.

My details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Driving License Number: [Your Driving License Number]

I have noticed that [describe the error, e.g., my surname is misspelled, my address is incorrect, etc.]. The correct information should be [provide the correct information].

To support my request, I have attached copies of relevant documents [list attached documents, e.g., passport, utility bill, etc.].

Please let me know if you require any additional information to process this correction. Thank you for your attention to this matter.

Sincerely,
[Your Name]