

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

Customer Service Department
Driver and Vehicle Licensing Agency (DVLA)
[DVLA Address]
[City, State, Zip Code]

Dear Sir/Madam,

Subject: Request for Duplicate [Specify Document, e.g., Driving License/Vehicle Registration Certificate]

I am writing to formally request a duplicate of my [driving license/vehicle registration certificate] that was [lost/stolen/damaged].

My details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Address: [Your Address]
- Driver's License Number/Vehicle Registration Number: [Number]

I have attached copies of [any relevant identification/documents needed] to assist with the processing of my request.

Please let me know if you require any further information or documentation. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Yours sincerely,

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