

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

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

Subject: Request for Vehicle Inspection

Dear Sir/Madam,

I am writing to request an inspection of my vehicle, [Vehicle Make, Model, Year], with registration number [Registration Number]. Due to [briefly explain the reason for the inspection request, e.g., concerns about vehicle condition, compliance issues, etc.], I believe it is necessary to have my vehicle inspected by your agency.

Please let me know the next steps in this process and any documentation I may need to provide. I appreciate your assistance with this matter and look forward to your prompt response.

Thank you.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]