

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

Driver and Vehicle Licensing Agency
Swansea
SA99 1BT
United Kingdom

Dear Sir/Madam,

Subject: Application for International Driving Permit

I am writing to request an International Driving Permit (IDP) as I am planning to travel abroad and intend to drive in [destination country/countries].

I am a holder of a valid UK driving license (license number: [Your License Number]), and I enclose copies of the following documents as per your requirements:

1. A completed application form for the International Driving Permit.
2. A recent passport-sized photograph.
3. A copy of my UK driving license.
4. Payment of the required fee (cheque or postal order).

Please let me know if you require any further information to process my application. I look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending by post)]
[Your Name]