

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

DVLA

Swansea

SA99 1BN

Subject: Application for Replacement Driving License

Dear Sir/Madam,

I am writing to request a replacement for my lost driving license.

Details:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Address: [Your Current Address] (if different from above)
- Driver Number: [Your Driver Number, if known]
- National Insurance Number: [Your NI Number]

I believe my license was lost on [Date of Loss], and I have taken steps to ensure it has not been found.

Please let me know if you require any further information or documents to process my application.

Thank you for your assistance.

Yours sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]